

MoDA CLASS 20 - CRITICAL VACANCIES

Training Begins 16 January for a 23 March Deployment

BUDGET – FINANCE - ACQUISITIONS

COCOM: CENTCOM

Kabul, Afghanistan

Function: Train, Advise, Assist (TAA)

Tour length: 2 months CONUS Training, 12 month Deployment

Series: 0301, 0340, 0343, 0501, 0510, 0511, 0560, 1101, 1102, 1103

Clearance: SECRET Location:

Title: Advisor/Senior Advisor

Grade: GS-14/15

Background: The Ministry of Defense Advisors (MoDA) Program is designed to forge long-term relationships that strengthen a partner state's defense or interior ministry. The program matches senior Department of Defense (DoD) civilians with ministry counterparts in similar functional areas. Selectees must complete a comprehensive and highly tailored 7-week CONUS training course prior to deployment. Classes include: Culture and language training, Personal Security and Awareness, Advising and Mentoring Skills, and are reinforced by engagement scenarios using native speaking role players.

DUTY DESCRIPTIONS:

FINANCE MANAGEMENT/PROCUREMENT/CONTRACTS/ACQUISITIONS: 0301, 0340, 0343, 0501, 0510, 0511, 0560, 1101, 1102, 1103

ADVISOR (ACCOUNTING – MOD)

GS-0501/0510/0511/0560-13/14/15

The incumbent will train, advise, and assist (TAA) the Financial Management organizations of the Ministry of Defense with a focus on accounting. Incumbent will focus on TAA the Afghans to build and effectively use sustainable financial management and accounting procedures that follow Afghan Law, and Ministry of Finance Policy and Regulation. Advisory efforts will focus on financial management, payroll management, and budget execution. Advisement categories include payroll policy and procedures, budget formulation and execution, staff development. This position requires daily interpersonal and hands on practical interaction with Afghan counterparts in their operating environment. Support professional development plan for Finance staff. Monitor international donor direct contributions and ensure funds are utilized in accordance with all applicable international and host government laws and regulations. Recommend the internal controls to promote transparency, accountability and organizational processes. Assist the NATO Internal Control Teams (ICT) who travel to the Corps/Regions to inspect the finance and payroll documents.

ADVISOR (AFGHAN ANTI-CRIME POLICE PILLAR)

GS-0501/0510/0511/0560-13/14/15

The incumbent will Train, Advise, and Assist the Ministry of Interior on budget development and execution with a focus on the Afghan Anti-Crime Police Pillar. Advise and develop mid to senior level Afghan police personnel to include Afghan Subject Matter Experts (SMEs) both in the Ministry of Interior and in the provinces via face to face, telephone, or VTC. Where feasible, expect to travel to the financial personnel offices to TAA. Responsible to Train, Advise and Assist on Financial Management, Requirements Generation, Accounting and Payroll process and the current financial system of record (Afghanistan Financial Management Information System (AFMIS)). Processes advisement will be IAW MoF existing Accounting manual, Budget Manual 1 and 2. Provide TAA services to the Afghans to build and effectively use sustainable financial management procedures that follow afghan Law, and Ministry of Finance Policy and Regulations. TAA on the establishment and use of internal controls to promote transparency, accountability and organizational processes to increase oversight.

ADVISOR (AFGHAN NATIONAL CIVIL ORDER POLICE PILLAR)

GS-0501/0510/0511/0560-13/14/15

The incumbent will Train, Advise, and Assist the Ministry of Interior on budget development and execution with a focus on the Afghan National Civil Order Police Pillar. Advise and develop mid to senior level Afghan police personnel to include Afghan Subject Matter Experts (SMEs) both in the Ministry of Interior and in the provinces via face to face, telephone, or VTC. Where feasible, expect to travel to the financial personnel offices to TAA. Responsible to Train, Advise and Assist on Financial Management, Requirements Generation, Accounting and Payroll process and the current financial system of record (Afghanistan Financial Management Information System (AFMIS)). Processes advisement will be IAW MoF existing Accounting manual, Budget Manual 1 and 2. Provide TAA services to the Afghans to build and effectively use sustainable financial management procedures that follow afghan Law, and Ministry of Finance Policy and Regulations. TAA on the establishment and use of internal controls to promote transparency, accountability and organizational processes to increase oversight.

SR ADV (CONTRACT ACQUISITION-MOD)

GS-1101/1102/1103-13/14/15

Incumbent will train, advise, and assist (TAA) Afghan government representatives in an effort to build capacity at both national and regional levels; this includes advising Senior Officials who make policy as well as personnel who execute those policies via contracts production and administration. Advisors will TAA on the full range of cradle-to-grave procurement processes to include: Proper monitoring of contract performance ensuring compliance with applicable Coalition and Afghan laws, delivery schedules, payment provisions, and contract data reporting requirements; Resolving delivery schedule problems with vendors, negotiates delivery schedule changes as required; Negotiating with vendors, who *will* become emotional over prices; Performing contract closeout and contract carryover according to

coalition and Afghan rules, regulations, and laws; Reviewing technical and financial reports prior to contract award; Participating in vendor processes to include bid evaluation and price negotiation; Developing contract specifications and statements of work; Preparing/monitoring requirements packages; Creating and presenting training as it pertains to procurement; Process improvements, standardization of processes, and automation; Formulating contracting policies and procedures, implementing change; Analyzing established policies and procedures, drafting/implementing changes required; The advisor will focus on capacity building and sustainment and serves as the expert and senior consultant to the MoD Procurement Director and/or MoD budgetary units. Incumbent will TAA the Afghans on managing the procurement system from inception of the requirement to the close-out of the contract. Knowledge required: Acquisition management, US contracting laws (Federal Acquisition Regulation), and government financial management; Quality Assurance (QA) programs and processes; Requirements generation and management; Contract processes and procedures; Policy adherence and generation; Source Selection, evaluation of bids.

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Desired Knowledge, Skills, and Abilities:

Resumes should address any trainer, formal mentoring, cradle to grave PM, and foreign partner engagement experience in detail.

- Demonstrated communication and interpersonal skills, including the ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support and mentoring.
- Proven self-starter who can be successful working independently or within a team at various organizational levels and with executives/managers/leaders from multiple functional areas and organizations.
- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor and coach others.
- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to solve problems.
- Experience developing and coordinating policies and strategies within one or more of the above functional areas for the purpose of developing national-level defense capabilities.
- Experience with training and working internationally with partner governments or their militaries is desired.
- Strong interest in learning a foreign language and demonstrated ability to adapt to a diverse cultural environment.

Additional requirements:

- You must be a U.S. citizen to be considered for this requirement.
- You must hold and be able maintain a SECRET (or interim SECRET) security clearance.
- Incumbent will be detailed from their home organization for a period of 14 months to include training, pre-deployment preparation and a 12 month detail assignment to Afghanistan. Incumbent must gain home organization approval upon being accepted into the MoDA program

and must satisfactorily complete pre-deployment training and screening requirements before final approval to deploy as a MoDA advisor.

- Applicants for these positions must pass a pre-employment medical examination. These positions require applicants to function in a physically demanding environment and to be able to maneuver with the additional weight of body armor in extreme temperatures, including but not limited to:
You may need to lift and move heavy items.
You may need to stand for prolonged periods on concrete floors and walk over rough and uneven terrain.
You may need to bend, stoop, walk, stand, and climb, and work in cramped positions.
You may need to work outdoors, often under adverse weather conditions.

To Apply: Current DoD Civilians Only; Grades GS-13/14/15 or equivalent

Email the following to dsca.ncr.bpc.list.modaprograminfo@mail.mil :

1. Cover letter outlining why you wish to deploy as an advisor to Afghanistan
2. Resume (no longer than six (6) pages)
3. Current SF-50 (SSN redacted)
4. Two professional references- please ensure at least one of your references is a current or former supervisor. (name, contact info, and organizational affiliation only)

MANAGEMENT APPROVAL REQUIRED FOR DEPLOYMENT:

Army Employees: <http://cpol.army.mil/library/mobil/webforms/index-Army.html>

Air Force Employees: <http://www.cpms.osd.mil/expeditionary/air-force-employees.html>

Please address all questions to dsca.ncr.bpc.list.modaprograminfo@mail.mil