

## MoDA CLASS 20 - CRITICAL VACANCIES

### Training Begins 16 January for a 23 March Deployment

#### GENDER AFFAIRS - HUMAN RESOURCES

**COCOM: CENTCOM**

**Kabul, Afghanistan**

**Function: Train, Advise, Assist (TAA)**

**Tour length: 2 months CONUS Training, 12 month Deployment**

**Series: 0201, 0301, 0340, 0343**

**Clearance: SECRET Location:**

**Title: Advisor/Senior Advisor**

**Grade: GS-13/14/15**

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:**

**GENDER AFFAIRS AND INTEGRATION:** 0201, 0301, 0340, 0343

#### **SENIOR ADVISOR (GENDER MOD)**

TAA MoD on Gender, CAAC and Human Rights integration and reporting. Advice and assist MoD recruitment of women in the ANA as described in MoD recruitment plan. Advice and Assist MoD in construction and development of female facilities for ANA. Support the RS Branch Head Gender Advisor with inputs for the monthly gender reports. Prepare high level briefs, correspondence and presentations for use by RS Branch Head Gender Advisor. - Mentor Director of Human Rights and Gender Integration leadership in MoD and staff in their responsibility for implementation of the approved gender strategies, policies and programs. TAA MoD on the implementation of UNSCR 1612, the Road Map to Compliance and the Action Plan between GIRoA and the United Nations Country Task Force on underage recruitment. Support the RSA GZS 0020 MOWA/CAAC Advisor with inputs for the quarterly gender reports.

#### **SENIOR ADVISOR (GENDER MOI)**

TAA MoI on Gender, CAAC and Human Rights integration and reporting. Advice and assist MoI recruitment of women in the ANP as described in MoI recruitment plan. Advice and assist MoI construction and development of female facilities for ANP. Support the RS Branch Head Gender Advisor with inputs for the monthly gender reports. Prepare high level briefs,

correspondence and presentations for use by RS Branch Head Gender Advisor. Mentor Director of Gender Integration and Human Rights leadership in MoI and staff in their responsibility for implementation of the approved gender and strategies, policies and programs. TAA MoI on the implementation of UNSCR 1612, the Road Map to Compliance and the Action Plan between GIRoA and the United Nations Country Task Force on underage recruitment. Support the RSA GZS 0020 MOWA/CAAC Advisor with inputs for the quarterly gender reports.

### **ADVISOR (HUMAN RESOURCES MANAGEMENT (HRM))**

GS-0201, 0301, 0340, 0343-13/14/15

Advisor and mentor to Director, CSD, MOI. Advises MOI leaders in the development of human resources management (HRM) policies, processes and procedures in order to develop an Afghan owned system. Recommends the most efficient organization of the CSD, analyzing staff capabilities, equipment and infrastructure. Monitors and analyzes all facets of HRM services. Develops conclusions and offers recommendations for improvement. Ensures all activities, processes and programs are transparent in order to bring credibility and trust to the civilian employment program and MOI CSD. Identifies and analyzes staff development and career support needs and suggests programs/assignments to meet identified needs. Provision of guidance in regards to automated personnel data systems. Specifics include determining system requirements, system operation and data input/maintenance. Advises on the implementation of a human capital strategy (HCS). Demonstrates the value of automated reports in the implementation of a HRM program. Assist in development of short and long term CSD budget plans. Advocates to top MOI leadership for a strong civil service program; accessing leaders at all levels affected by the HRM program. Represents MOI/MAG as the staff expert on the MOI civil service program: conducting briefings and presentations for a variety of audiences.

### **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](mailto: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](mailto:dsca.ncr.bpc.list.modaprograminfo@mail.mil)