

## Ukraine MoDA Position Description

**\*Applicants must be DoD Civil Service in the GS 14/15 pay grades to be eligible\***

**COCOM: EUCOM**

**Location: Kyiv, Ukraine**

**Grade: GS-14/15**

**Function: Human Resources Advisor**

**Clearance: SECRET**

**Title: Senior Advisor**

**Tour length: 12 months**

**Background:** Since early 2014, in the aftermath of the Russian occupation of Crimea and the Russian-sponsored conflict in the Donbass, the Department of Defense (DoD) has been actively providing support to improve the function and capabilities of the Ukrainian (UKR) armed forces. To sustain these improvements, DoD is also supporting capacity building efforts with the Ukrainian Ministry of Defense (MoD) and General Staff (GS) to help them develop more effective, efficient institutions and advance the creation of a professional military force, eventually an all-volunteer service, in line with Euro-Atlantic standards. The goals of the effort are embodied in the Strategic Defense Bulletin (SDB), approved by the National Security and Defense Council and signed by the President of Ukraine in June 2016. Among the SDB's five strategic goals for 2020 is the establishment of a modern human resources management (HRM) system, which is critical to accommodating the needs of a modern fighting force.

UKR MoD has not fully adapted its HRM processes to accommodate the needs of a modern 21<sup>st</sup> century fighting force. Building the needed capacity requires a comprehensive re-examination of defense human resources processes. Helping the MoD align its military and civilian HRM systems with modern best practices will improve its ability to deal with current and projected security challenges, and support a path towards NATO interoperability.

The advisor will support the MoD Personnel Policy Department, leadership and staff, in developing and implementing military and civilian human resource policies including:

- a framework for transition to an effective HRM system that supports a professional military career service model;
- improvements in recruitment, evaluation, promotion, assignment, and release systems;
- a salary structure that is competitive with the Ukrainian labor market;
- provisions for optimal employment of Western educated cadre within key positions;
- establishing a professional non-commissioned officer corps and career management system;
- a standardized basic training program in accordance with NATO standards;
- building a framework for transition to an all-volunteer service model.

**Experience:** Competitive candidates will have significant experience in the application of HRM procedures and practices, and a full understanding of the force design and management processes that lead to manpower requirements. Candidates must demonstrate a sophisticated understanding of human resources planning, policy, and program development at a Departmental or Service level, and how they relate to other MoD functions and subordinate organizations. Candidates must have familiarity with the following HRM issues, with specific expertise in at least on:

- Military personnel policies relating to recruiting and retention, officer candidate selection and training, promotion, force and career field development, compensation and benefits,

awards and decorations, selection and training for command and leadership positions, and requirements for professional military education

- Civilian personnel policies relating to recruiting and retention, promotion and career field management, training and education; compensation and benefits
- Military force policies relating to the establishment of an all-volunteer force, reserve component force management, and reserve component individual and unit mobilization

Candidates should also have experience with U.S. interagency/inter-ministerial coordination. Prior experience working in a coalition or multinational environment, NATO and international experience is highly desirable. The advisor will work through an interpreter or in English.

### **Desired Skills/Capabilities:**

- Applicants should have detailed knowledge of the following key HRM processes:
  - Delineation of the connections between national strategic goals, their implications for force roles, missions, design, and size, and the more specific goals of the HRM system
  - Development and support of an all-volunteer force. This includes continuing assessment of the feasibility of any path being considered, given the circumstances.
  - Rationalization of the total compensation system; developing a comprehensive view of the system that includes all monetary and non-monetary aspects
  - Shaping the personnel profile so that it meets current requirements and is sustainable over time—i.e., ensuring the objective grade and experience profile is feasible
- Demonstrated communication skills and the ability to work collaboratively with US Embassy Country Team, host nation personnel, and international counterparts.
- Demonstrated ability to work in an environment with limited resources and creative problem solving skills and the ability as part of a team.
- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting.
- Familiarity with U.S. security cooperation programs.

### **Specific Tasks:**

- Contribute to the development and implementation of a Ukrainian Ministry of Defense Human Resource Management strategy related to the Strategic Defense Bulletin.
- Provide technical advice and guidance regarding a wide variety of military HRM programs that include: officer, enlisted, and civilian service; force management; personnel readiness; retention; evaluation, selection, and assignment processes; and separations.
- Support the development of Ukrainian Armed Forces HRM concepts, plans, and recommendations in support of MoD requirements.
- Support the MoD in developing requirements for record-keeping and database management tools related to military and civilian HRM.
- Support the development of policies and education standards for the accession, retention, promotion, and career progression of MoD military and civilian members.
- Support the design and development of professional training and education programs to include literacy, computer skills, office automation/integration, and English language training

### **Additional Information:**

- Incumbent must be able to obtain and maintain a SECRET security clearance.

- Incumbent must be available for detail from their home organization for a period of 14 months to include training, preparation, and a 12-month deployment.

Interested applicants should submit the following:

1. Cover letter
2. Resume
3. Current SF-50 (redacted, no SSN)

HOW TO APPLY: Submit application package to the MoDA Program Office email address:  
[dsca.ncr.bpc.list.moda@mail.mil](mailto:dsca.ncr.bpc.list.moda@mail.mil)

Applications are due NLT 29 December 2016. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.