

Ukraine MoDA Position Description

Applicants must be DoD Civil Service in the GS 13/14/15 pay grades to be eligible

COCOM: EUCOM

Location: Kyiv, Ukraine

Function: Defense Budget Advisor

Tour length: 12 month detail (plus 2 months training)

Clearance: SECRET

Title: Senior Adviser

Grade: GS 13/14/15

Background: The Ukrainian Ministry of Defense (MoD) and Armed Forces inherited a legacy Soviet military following the end of the Cold War. While they reduced their military from a one million plus force down to 140,000, the legacy roles, responsibilities, and missions stayed the same, and in some cases, were significantly stripped of resources over a 20-year period as the country relied on Russian provided security. The current conflict with Russia has highlighted the MoD's need to reform defense budgeting processes to train and equip a modern fighting force. The advisor will help ministry counterparts to re-examine priorities, utilize the interagency coordination mechanism, and meet approval timelines for the government's defense budget process. The advisor's primary focus will be to support Ukraine's restructuring of defense budget management systems towards western principles in order to increase transparency, reduce corruption, and help guide the MoD towards NATO interoperability. The incumbent will report to the Senior Defense Official (SDO) and support the Office of Defense Cooperation (ODC); ensuring efforts are aligned with broader U.S. Embassy objectives as outlined in the Integrated Country Strategy and U.S. European Command (EUCOM) Country Security Cooperation Plan (CSCP).

Required Knowledge/Skills/Abilities:

- Extensive experience (preferably 10 years or more) in developing, coordinating, and implementing defense budgeting policies, strategies, and plans for defense organizations.
- Minimum 10 years of experience in budget, finance, reports, banking, payroll, and financial management systems.
- Relevant supervisory experience related to planning, programming, budgeting and execution of funds at a major defense institution (Service HQ, Joint Staff, OSD, COCOM, etc.)
- Extensive experience with requirements generation, requirements prioritization and linking resources to requirements.
- Experience working with high level defense offices and organizations; assistant secretary, three-star level command, or higher.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders from multiple functional areas.
- Proven success in individual and organizational capacity building, with a demonstrated ability to share knowledge, mentor and coach others.
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with international counterparts to achieve goals through the provision of quality advice, support, and mentoring.
- Willingness to work collaboratively with MoD officials and U.S., UK, and NATO advisory efforts relating to defense budgeting capacity building programs.

Desired Knowledge/Skills/Abilities:

- A graduate degree and academic background in resource management, budget, or finance.

- Experience articulating and advocating U.S. Department of Defense plans and requirements to other U.S. agencies or Congress.
- Demonstrated analytical ability to identify gaps, bottlenecks and causes for system failures along with the ability to develop a solution and a plan for implementing it.
- Ability to travel throughout Ukraine, and a strong interest in learning a foreign language.

Specific Tasks:

- Serve as the primary adviser to the Ukrainian Ministry of Defense (MoD) providing advice and assistance to senior leaders and staff for the development, coordination, and implementation of defense budgeting policies, strategies, and plans.
- Assist with the planning and execution of efforts to build the MoD's defense budgeting capabilities, and facilitate effective collaboration between other Ukrainian government ministries, agencies, and departments.
- Provide advice on program formulation, justification, cost estimating models, policy and procedures, and budget strategies under fiscal constraints.
- Assist ministry counterparts with the establishment and use of internal controls to promote transparency and accountability.
- Assist the MoD Finance Department and staff in building a sustainable financial management capability that enables a Ukrainian-led budget process across the MoD.
- Train, advise, and assist MoD counterparts on budget and finance program development and budget execution.
- Identify organizational shortfalls or process gaps, build consensus, reach agreement, document conclusions, and monitor implementation of policies across all functional areas that touch defense budgeting.
- Facilitate interagency/inter-ministerial coordination on issues between MoD and other Ukrainian stakeholders.

Additional Requirements:

- 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 assignment.

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

Applications are due NLT 25 March 2016. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.