Ministry of Defense Advisor (MoDA) Program
Position Description: ALBANIA – Cyber Advisor

Title: Cyber Advisor
Location: Tirana, Albania
Grade: GS-14/15

COCOM: EUCOM
Tour Length: 12-30 months*
Clearance: Secret

Applicants must be DoD civilians in GS-13/14/15 pay grades or equivalent to be eligible; 24-30-month assignment is preferred*

The Ministry of Defense Advisor (MoDA) program trains and deploys Department of Defense civilians to serve as in-country advisors supporting Institutional Capacity Building initiatives within Partner Nations. Selected candidate will complete Defense Advising courses, which is 7-weeks of advising and mentoring skills, operational readiness, history, culture, and language training. The incumbent will use their experience to assist partners in finding host nation solutions and create sustainable programs and processes within their laws and cultures.

Background:
Albania is modernizing its armed forces toward the goal of building and sustaining a professional defense force that is fully NATO interoperable. Albania is a major host country for NATO and U.S. European Command exercises. The Ministry of Defense is developing their nascent cybersecurity and cyberspace operations capabilities. They are establishing and growing new cyber units, expanding the number of cyber personnel, and exploring how to invest in future capabilities to support MoD and Albanian Armed Forces military missions. The MoD desires to be able to support other national ministries in the defense of Albania in and through cyberspace.

Specific Tasks:
- Enable counterparts to interpret cyber strategy into specific actions and that support operational outcomes
- Advise military leaders in their cybersecurity planning for defense organizations.
- Assist counterparts in their planning and budgeting process for resourcing cyberspace operations and cybersecurity missions.
- Mentor counterparts in their development and promulgation of cyber operations doctrine, policies, procedures, and of joint doctrine and the integration of cyberspace operations into joint planning and joint operations.
- Assist the Albanian MoD in developing and supporting an interagency cyber incident response framework.
- Advise on NATO cyber defense policy and collaborate with Albanian MoD on how they work to meet NATO interoperability standards – including meeting deployment standards for unit cybersecurity and conducting cyberspace operations.
- Assist counterparts in their development of policies and procedures to train, sustain, and resource cyber forces to meet Albanian defense requirements.
- Assist in the counterparts' establishment, promotion, and enforcement of a general cyber

awareness culture within the Albanian Ministry of Defense, General Staff, and Armed Forces.

- Assist MoD in identifying cyber components of defense critical infrastructure and in their establishing a sustainable plan for cybersecurity operations for infrastructure, installations and facilities, communications networks, and tactical communications.

Required Knowledge, Skills, Experience:

- Minimum 10 years of experience with developing cyber strategies, policies, and doctrine; cyber workforce development; cyber force planning; interagency planning and coordination; cyber resource planning and budgeting; cyber acquisitions; and/or; cyberspace operations.
- Bachelor's degree in information systems, cyber capabilities, computer science, international relations, foreign policy, national security, or related specialty.
- Demonstrated communication skills and the ability to work collaboratively with counterparts to help them achieve goals through the provision of quality advice, support, and mentoring.
- Demonstrated leadership experience or training in implementing programs that bring about organizational or culture change.
- Exceptional interpersonal and communication skills and the ability to work with counterparts to achieve goals through providing quality advice, support, and mentoring.
- Proven self-starter with demonstrated success working independently at various organizational levels and with service level executives/managers/leaders/staff from multiple functional areas.
- Demonstrated creative problem-solving skills and the ability to work independently or as part of a team.
- Proven success in individual and organizational capacity building and aptitude to share knowledge, mentor, and coach others.

Desired Knowledge, Skills, Experience:

- Master's degree in a field related to cyberspace, information systems, or computer science.
- Master's degree in international relations, foreign policy, national security, or a related field.
- DoD Directive 8140 certification, IAT Level III.
- Information Security Management, Certified Ethical Hacking, and additional, related certifications.
- Ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support, and mentoring. Familiarity with U.S. security cooperation programs, DoD institutional capacity building, and NATO cyber policies and practices.
- Knowledge of NATO-interoperable systems and experience with NATO operations and interoperability requirements.
- Experience as a cyber observer, coach, and trainer, or advise and assist international security assistance mission.
- Knowledge of procurement management and capability development processes at the joint or service level.
- Demonstrated ability to work in an environment with limited resources and to apply

innovative and creative solutions to resolve problems
- Graduate of senior level professional military education programs, such as War College, emphasizing international studies.

Additional Information:
- Must be available for detail from home organization for a period of up to 30 months plus training time
- The incumbent will do a Temporary Change of Station (TCS) move to Albania and will receive post differential and Cost of Living Allowance (COLA) while assigned to post. COLA is calculated based on the comparative cost-of-living at the foreign post versus the cost-of-living in Washington DC. COLA is not a direct calculation of base salary multiplied by the COLA percentage, but rather a percentage of spendable income as determined by the Department of State. For more information about COLA, go to: https://aoprals.state.gov/content.asp?content_id=245&menu_id=74
- This position will be under U.S. Embassy Tirana Chief of Mission authority. Embassy Tirana will be responsible for housing, education, family support, and in-country administrative and security support. Duty location will be determined after arrival in country and may include working primarily from Albanian Cyber Forces locations rather than U.S. facilities
- This position is eligible to receive Relocation Incentive Pay in accordance with 5 U.S.C. § 5753 and Defense Security Cooperation Agency policy
- It is incumbent upon the applicant to understand the entitlements when considering applying for this position, and it is recommended that applicants seek guidance from their organization's payroll activity to better understand how the entitlements are calculated and their impact on the applicant's personal income

HOW TO APPLY:
Interested applicants should submit the following:

1. Cover letter summarizing how your skills and capabilities align with the requirements
2. Complete chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Most recent SF-50 (redact SSN and date of birth)
4. Three (3) Supervisor References: Required from current supervisor and/or supervisors from prior deployments (substitutions allowed)
5. Documentation of command / component approval to deploy

Submit application package to the MoDA Program Office email address: dsca.ncr.bpc.list.moda@mail.mil

Command Approval to Deploy is required:
Army Employees:
Must submit the endorsement of their command leadership along with an application and their resume to the Assistant G-1 for Civilian Personnel ECW team. Click on the following link and

create an account to begin: www.apan.org. After creating the account, download the Request for Deployment (RFD) fillable form and process through chain of command as instructed.

Air Force Employees:
Must submit an approved AF Expeditionary Civilian application package to the AF Expeditionary Civilian team prior to Ministry of Defense Advisor (MoDA) Program for consideration. The application template can be found at: https://usaf.dps.mil/teams/12852/SitePages/Home.aspx and must contain Colonel/GS-15 or equivalent level approval. The completed package should include an approved application, resume, current SF-50 (SSN & Date of Birth redacted-unreadable), and the following items, as prescribed by the recruitment ad: cover letter, letter(s) of reference/recommendation, and any additional documentation. Submit the completed package to: afpc.expeditionarycivilian@us.af.mil and the team will process for final endorsement to MoDA.

Navy and US Marine Corps Employees:
Click on the following link to the MoDA Application and Command Support Form for DON Employees:
https://portal.secnav.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/Forms/AllItems.aspx
Submit completed MoDA Application and Command Support Form for DON Employees to the group email inbox: OCHRSTE_EC@navy.mil. Ensure "MoDA" appears in the subject line.

Other DoD Agency Employees:
Provide approval memo staffed through your appropriate Deployment Coordinator or agency headquarters. If you do not know your agency's deployment coordinator, contact the MoDA recruiting team: dsca.ncr.bpc.list.modaprograminfo@mail.mil