



**Ministry of Defense Advisor (MoDA) Program**  
**Position Description: COLOMBIA - Strategic Defense Policy**

**Title:** Strategic Defense Policy Advisor

**Location:** Bogota, Colombia

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

**COCOM:** SOUTHCOM

**Tour length:** 12 to 30 months\*

**Clearance:** Secret

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

The Ministry of Defense Advisor (MoDA) program trains and deploys Department of Defense civilians to serve as Advisors supporting Institutional Capacity Building initiatives within Partner Nations. Successful completion of the MoDA Strategic Advisor Course is required. The 7-week training includes 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:**

MoDA (SDP) primary role is to advance Colombian Institutional Capacity Building (ICB) efforts in accordance with NDAA Section 332. As such, MoDA (SDP) provides institutional ministerial level advice in support of stabilization and post-conflict activities; and assists ministry in building core institutional capacity, competencies, and capabilities to manage defense related processes designed to enhance civilian oversight of security forces; promote responsive defense governance and internal controls that help build effective, transparent, and accountable defense institutions; assess organizational weaknesses and establish support development of a roadmap for addressing shortfalls; and enhance ministerial, general or joint staff, or service level core management competencies; and other functions or purposes as the Secretary considers appropriate.

The Colombian Ministry of National Defense, to include the Colombian Military and National Police, are involved in a significant transformation process as they prepare for the challenges of the future in support of security stabilization and continued implementation of the 2016 Peace Accord with the FARC. Reform efforts to date have advanced but significant challenges remain following 60 years of conflict. The election of a left of center government in 2022 has not adversely impacted the strong bilateral defense relationship with the United States. However, internal challenges in defense and security institutions that include frequent turnover in vice-ministerial level positions, and a nascent talent management program for the civilian workforce manning the majority of the technical positions within the Ministry have slowed progress.

The Colombian Ministry of Defense is organized into three vice-ministries including the Vice Minister (VMoD) for Defense and Security Policy, VMoD for Strategy and Planning, and the VMoD for Veterans Affairs and Defense Sector Engagement. Additionally, a Secretary General provides human resource, finance, contracting, and legal services to the Ministry.



### **Scope:**

MoDA (SDP) advisory support is aligned and tailored primarily, but not exclusively, to the Vice-Ministry for Policy, including its subordinate Directorates for National Security, Public Security, Citizen Security, Human Rights and International Affairs. MoDA (SDP) also supports the Vice Ministry of Defense for Strategy and Planning to advance Ministry, General Command, and Service Headquarters capabilities-based planning and related core management competencies. Additionally, MoDA (SDP) seeks opportunities to advise VMoD for Veterans Affairs and Defense Sector Engagement to advance Section 332 objectives. In short, the MoDA (SDP) will be expected to engage across the Ministry of Defense to advance ICB objectives on behalf of Team DoD Colombia.

The SDO/DATT has primary responsibility for ensuring unity of command and effort on behalf of the Department of Defense in Colombia. MoDA (SDP) will therefore coordinate all activities in accordance with SDO/DATT priorities and guidance. MoDA (SDP) will be rated by the SDO/DATT.

### **Specific Tasks:**

- Analyze, coordinate, and advise on the execution of Colombian institutional efforts to build defense and security sector governance and management capacity in the MoD, including in support of the Ministry's institutional transformation plan through routine interaction with senior and executive level Colombian civilian and military leaders. Coordinate with all applicable U.S. embassy officials, security cooperation officers, and international development organizations.
- Work with Colombian officials, U.S. embassy officials, and U.S. ICB stakeholders to identify organizational opportunities and process gaps, build consensus, reach agreement, document conclusions, and support and monitor Colombian implementation of policies across joint and combined functional areas.
- Advise and assist in the synchronization of ICB with other security assistance and security cooperation efforts, with the goal of improving the sustainability of U.S. cooperative efforts. Work to coordinate and harmonize other institutional capacity building efforts across the Colombian defense sector. Identify opportunities to improve the integration of IMET, FMF, BPC, regional center, and other programs with the advisory efforts.
- Facilitate and support various engagements, key leader visits, and staff talks at the ministry and joint staff level as they pertain to institution building, transformation, and program integration.
- Participate in Team DoD Colombia battle rhythm events as directed
- Coordinate non-resident ICB advisory support from the Defense Institute for International Legal Studies (DIILS), the DSCU ICB Directorate, the William J Perry Center for Hemispheric Defense Studies, and other organizations as required.
- Serve as lead for coordinating with OSD-Policy, DASD for WHA, for planning and execution of U.S.-Colombian Annual Defense Bilateral Working Group conference
- Summarize significant activities in monthly report to DSCU ICBD as directed.



### **Required Skills/Capabilities:**

- Experience coordinating policies and strategies for the purpose of developing national-level defense and security capabilities.
- Experience working in the Office of the Secretary of Defense, Joint Staff, Combatant Command, or Service Headquarters, ideally in defense strategy, planning or force development.
- Demonstrated experience developing multi-year plans, requirements and/or programming to include experience with planning the utilization of resources to meet emerging threats and future force size/design.
- Experience advising foreign security partners on the application of U.S. security cooperation/assistance projects to improve the capability of host nation defense institutions to advance U.S. and partner nation security objectives.
- Experience working in support of senior Defense officials (e.g., at least Deputy Assistant Secretary/two-star level).
- Experience articulating and advocating DOD plans and requirements to other U.S. agencies and/or Congress.
- Strong familiarity with U.S. security assistance, and security cooperation programs.
- Demonstrated communication skills and the ability to work collaboratively with counterparts to achieve goals through the provision of quality advice, support, and mentoring.
- Proven self-starter who can work independently at various organizational levels and with executives/managers/leaders from multiple functional areas.
- Proven success in individual and organizational capacity building and demonstrated ability to share knowledge, mentor, and coach others.
- Demonstrated ability to work in a resource-constrained environment and to apply innovative and creative solutions to resolve problems.
- Experience in adapting to environments defined by fluid, shifting and difficult security circumstances and often times a shifting political-military context.
- Willingness to immerse self with Colombian counterparts and travel extensively throughout the country, sometimes in austere conditions.
- Experience training and working with Colombian or Latin American militaries and ministries of defense.
- Must have an excellent command of the Spanish language to provide clear and concise oral and written communication, and effective understanding of face-to-face speech.

### **Additional Information:**

- Incumbent must be available for detail from their home organization for a period of at least 14 months to include training, preparation and a 12 to 30-month assignment.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Bogota, Colombia 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](https://aoprals.state.gov/content.asp?content_id=245&menu_id=74)

- This position is eligible to receive Relocation Incentive Pay in accordance with 5 U.S.C. § 5753 and DSCA 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](mailto: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](http://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](mailto: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.secnave.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](mailto: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](mailto:dsca.ncr.bpc.list.modaprograminfo@mail.mil)