



Ministry of Defense Advisor (MoDA) Program
Position Description: GEORGIA – Strategy, Plans, And Policy Advisor

Title: Strategy, Plans, and Policy Advisor

Location: Tbilisi, Georgia

Grade: GS-14/15

COCOM: EUCOM

Tour length: 12-30 months*

Clearance: Secret

Applicants must be DoD civilians in GS-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 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:

The Georgian Defense Forces (GDF) have had difficulty sustaining capabilities gained through U.S. training and assistance programs. Specifically, shortcomings in the institutional core processes dealing with strategy and policy, force management, human resources management, acquisition and logistics, and resource management. Furthermore, defense governance degrades the Ministry of Defense’s (MoD) ability to manage and sustain the GDF for execution of its defense missions. The MoD is also challenged by the lack of well-established staff and management processes and the need for mature linkages and interdependency between the MoD staff and the General Staff (GS).

On January 1, 2022, the Georgia Defense and Deterrence Enhancement Initiative (GDDEI) began to encompass all Under Secretary of Defense for Policy (USDP)-approved security cooperation activities with Georgia. It builds upon the Georgia Defense Readiness Program (GDRP) and focuses on furthering institutional reform through organizational change management and strengthening capabilities in key areas, including brigade-level combined arms operations, provision of training and education, and development of MoD and GDF capacity to support national resiliency. These efforts support Georgia’s Euro-Atlantic aspirations by strengthening its democratic foundations and building interoperability with NATO while demonstrating the continued commitment of the U.S. to Georgia and the importance of the U.S.-Georgia strategic partnership.

The GDDEI is comprised of two initiatives: institutional-level assistance for the Georgian MoD and GS through the High-Competition States Institutional Capacity-Building (HCS ICB) program, and Georgia Activities for Training and Readiness (GATR). Though not starting until FY23, GATR is focused on doctrine, educating leaders, and training/employing brigades in combined arms operations while also enabling the MoD and GDF to support a nation-wide resistance campaign. A full-time advisor with experience implementing strategy, plans, and policy to satisfy national policy and strategic objectives is required for the successful and sustainable transformation of the GDF.



MoDA Requirements:

The Strategy, Plans, and Policy (SPP) Advisor will advise Georgian counterparts on the institutional changes required to effectively transform and synchronize the core Georgian institution processes and doctrine to improve overall combat readiness. The Advisor will principally serve as the U.S. advisor to the Georgian Minister of Defense and the Chief of Defense Forces on the institutional requirements to support the National Defense Strategy and its implementation plan, the Strategic Defense Review, the MoD Vision 2030, the Georgia Defense Plan, the Georgia Defense Forces Development Plan (20202030) and other strategies, policies, and plans as appropriate. A major focus area will be ensuring coordination and synchronization among these plans and enabling their implementation. This requires daily, continuous engagement with Georgian MoD leadership and extensive coordination with other U.S. MoDAs working in the MoD and GS. The Advisor will advise MoD and GS senior leadership on approaches for introducing and implementing significant SPP; and will provide recommendations on overcoming coordination and internal communication challenges between Ministry and GS departments.

Specific Tasks:

- Serve as the primary SPP Advisor to the MoD, providing advice and assistance to build an effective strategic mindset, interconnected planning capability, and robust policy in support of national and MoD policy and strategy.
- Analyze and enhance the capability and capacity of the Georgian MoD and GS for strategic thinking, coordinated planning and military decision making to address strategic and operational requirements.
- Decompose complex problems into fundamental, objective-driven components that collectively achieve the desired overall outcomes.
- Establish trust-based relationships with MoD and GS senior leadership to facilitate an effective advisory environment.
- Assist in the integration of the various MoD and GS activities engaged to develop and sustain effective SPP practices.
- Assist Georgian partners in developing and institutionalizing SPP structures, systems, processes, administrative functions, and communication flow so the MoD and GS can implement the significant changes needed to improve and sustain defense readiness.
- Advise the MoD and GS on refinement of staff coordination processes.

Required Knowledge, Skills, Experience:

- Experience in developing and implementing SPP solutions in large and complex organizations.
- Knowledge of SPP methods, tools, and frameworks.
- Prior experience at the Department, Service, or Combatant Command level.
- Fundamental knowledge of Institutional Capacity Building core processes (strategy and policy, force management, human resources management, acquisition and logistics, resource management, and defense governance) and the focus areas supporting security cooperation efforts.



- Demonstrated ability to effectively engage with senior civilian policymakers and military general/flag officers, both U.S. and foreign, and operate in complex interagency environments.
- Willingness to work collaboratively with Georgian MoD officials and related NATO advisory and defense capacity building efforts.
- Proven self-starter who can work independently at various organizational levels and work successfully as a collaborative team member with executives, managers, leaders and staff from multiple functional areas.

Desired Knowledge, Skills, Experience:

- Analytical ability to identify gaps, bottlenecks and causes for system failures and the operational ability to develop a solution and effective implementation plan.
- Creative problem solving skills and the ability to work independently or as part of a team.
- Familiarity with Euro-Atlantic defense institutions and processes and working in an international environment, preferably with previous NATO experience.
- Understanding of the accounting for resources with a system that provides a decision support and tracking capability for program and budget functions, and a system that performs accounting for fiscal compliance required by statutes.
- Understanding of the analysis of the execution of resources and implementation of required course correction.
- Demonstrated ability to work in a challenging and complex environment with limited resources and to apply innovative and creative solutions to resolve problems.
- Experience across the areas of leadership development, communications, and training.
- Exceptional interpersonal skills and prior experience in mentoring and training and living in an international setting.
- Strong coordination and synchronization skills necessary to work with a wide range of USG security cooperation entities and individuals, related allied and multinational organizations, and assorted NGO efforts.
- Proven success in individual and organizational capacity building, and desire to share knowledge, mentor and coach others
- Graduate of senior level Professional Military Education program, such as War College, with an emphasis on international studies.

Additional Information:

- Must be available for detail from 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 Tbilisi 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 is eligible to receive Relocation Incentive Pay in accordance with 5 U.S.C. § 5753 and DSCA policy.
- 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