

## **Ministry of Defense (MoDA) Program Deployment Requirement**

### **OPEN AND CONTINUOUS PLACEMENT**

**\*Applicants must be current, permanent, DoD Civil Service employees\***

**CCMD:** CENTCOM

**Organization:** DSCA/MoDA

**Position Title:** SENIOR LEGAL ADVISOR

**Grade:** GS- 0905-13/14/15

**Deployment Location:** Kabul, Afghanistan

**Tour length:** 14 months\*\*

**Security Clearance Level:** Secret

**Background:** The Ministry of Defense Advisors (MoDA) Program is designed to forge long-term relationships that strengthen a partner state's defense or interior ministry. The program matches senior Department of Defense (DoD) civilians with ministry counterparts in similar functional areas. Selectees must complete a comprehensive and highly tailored 7-week CONUS training course prior to deployment. Training includes advising and mentoring skills, operational readiness, personal security, as well as history, culture, and language training. Instruction is reinforced by engagement scenarios using native speaking role players.

### **DUTY DESCRIPTION:**

#### **SENIOR LEGAL ADVISOR (MOI)**

##### **GS- 0905- 13/14/15**

The incumbent will advise the Ministry of Interior's (MoI) Legal Advisor's Office, MoI Legal Affairs Office, and MOI Support Staff departments Advisor, Legal and Support Staff Unit. The Legal Advisor is part of the Minister's principal legal counsel, providing legal advice to the Minister, Deputy Ministers, and police pillar chiefs. Supports the Legal Advisor's Office regarding preventing, tracking, investigating, and prosecuting gross violations of human rights (GVHR) and significant acts of corruption and: 1) international treaties and agreements, memorandums of agreement and other international documents, 2) providing advice on procurement and real estate matters, 3) providing advice on personnel/administrative law, fiscal law, and ethics matters, 4) leading efforts to implement the Rule of Law within MoI and the Afghan National Police (ANP), and 5) representing the interests of the Ministry in Government of the Islamic Republic of Afghanistan (GIROA) interagency meetings and with Parliament. Incumbent will also focus on: 1) building institutional capacity within the MoI Legal Affairs Department, 2) assisting the Legal Affairs Chief in advising/mentoring the MoI Legal Affairs Department, 3) developing new MoI/ANP legal training programs as necessary such as evidence-based or specialized police training programs, 4) coordinating with the Legal Affairs Department provincial Legal Affairs Advisors (LAA) to assess implementation and effectiveness of ongoing legal training leading to sophisticated legal services, and 5) ensuring that MoI Legal Affairs is fully integrated within all MoI intra-ministerial working groups. Facilitates legal advice regarding Afghan, U.S. and International Law to MoI Military Assistance Group (MAG). Incumbent works directly with the HQ staff, particularly the Chief of Staff, Legal Advisor, Foreign Relations Directorate, and sub-departments. Incumbent provides direction to programs designed to establish transparency and accountability in Ministry personnel actions, establish respect for rule of law and reliance on evidence-based criminal prosecutions, and create a crime statistics and reporting system that informs Ministry leadership and enables critical decision making. Incumbent guides Ministry in creation of an effective system to tackle trans-national crime issues such as narcotics and human trafficking by working with regional partner countries

and International Criminal Police Organization (INTERPOL). Incumbent ensures Ministry is working towards goals mutually set by Afghans and international community regarding Gender, Human, and Child Rights and that legal training for officers and civil servants is standardized and consistent. Monitor Directorate's Contracting and Budgeting. Assist managing/supervising staff of Afghan contract personnel.

#### **Additional Qualifications:**

- Applicants must possess and detail a minimum of 10 years' experience in the applicable functional area as a government civilian.
- Demonstrated communication and interpersonal skills, including the ability to work collaboratively with counterparts to help achieve goals through the provision of quality advice, support, and mentoring.
- Experience developing and coordinating policies and strategies within one or more of the above functional areas for the purpose of developing national-level defense capabilities.
- Proven success in organizational capacity building, and demonstrated ability to share knowledge, mentor, and coach others.
- Experience with training and working internationally with partner governments or their militaries is desired.

#### **Additional Information:**

- Applicants found to be an initial match to requirements will be contacted to schedule a screening telephone call in advance of a possible interview for placement.
- \*\*Selectees will be detailed from their home organizations for a period of 14 months to include 7 weeks' CONUS training and 12 months' deployment to Kabul, Afghanistan.
- Applicants for these positions must pass a pre-employment medical examination. These positions operate in a physically demanding and austere environment, require the ability to maneuver with the additional weight of body armor in extreme temperatures, and may require lifting heavy items, walking over rough terrain, and working in adverse weather conditions.

**To Apply: CURRENT, PERMANENT DOD CIVILIANS ONLY, REVIEW THE BODY MASS INDEX AND OTHER PHYSICAL REQUIREMENTS AT THE FOLLOWING LINK BEFORE SUBMITTING AN APPLICATION PACKET:**

[http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13\\_TAB-A.pdf](http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf)

#### **MoDA Application Packet:**

1. Command approval as listed below
2. Cover letter outlining why you are interested in advising in Afghanistan
3. Narrative Resume (**list dates, series, and grades held for each position**)
4. Current SF-50 (**redacted, no SSN**)
5. Two professional references (**name, contact info, and organizational affiliation only**) please ensure at least one of your references is a current or former supervisor
6. **If you have deployed previously:** Provide contact information for all in-theater supervisors

**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 approved AF Expeditionary Civilian application to the AF Expeditionary Civilian team prior to MoDA consideration. The employee is required to obtain WG/CC or equivalent approval, when approved submit application and resume to the AFPC Expeditionary Civilian team at [afpc.expeditionarycivilian@us.af.mil](mailto:afpc.expeditionarycivilian@us.af.mil) for final AF action. The AFPC team will submit to MoDA for consideration. The application and other information are available at the AF Expeditionary Civilian site:  
[https://cs2.eis.af.mil/sites/12852/AFKN\\_Docs/Forms/AllItems.aspx](https://cs2.eis.af.mil/sites/12852/AFKN_Docs/Forms/AllItems.aspx)

**Navy and US Marine Corps Employees:** Click on the following link to the MoDA Application and Command Support Form for DON Employees:  
<https://portal.secnnav.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)