



Ministry of Defense Advisor (MoDA) Program
Position Description: INDONESIA – Program Management Advisor

Title: Program Management Advisor

Location: Jakarta, Indonesia

Grade: GS-13/14/15

COCOM: INDOPACOM

Tour length: 12 to 24 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 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:

Incumbent serves as an advisor to Indonesian armed forces organizations responsible for managing and operating major weapons systems (e.g. Apache helicopter; Scan Eagle unmanned aerial systems), with an emphasis on systems provided by or purchased from the United States. The focus of work is on helping Indonesian defense institutions improve the management of major weapons systems and capabilities. The advisor will assist Indonesia stakeholders with establishing program management office-like functions for priority capabilities, especially those involving U.S. foreign military sales or building partner capacity cases. The method for doing so is intended to determine with Indonesian stakeholders how to best establish a program management office like function for these systems, while adjusting for Indonesian organizational culture, capacity, and will. The objective of these efforts is to improve Indonesian will and leadership attention on improving readiness rates, sustainment, and operational availability of Indonesian military capabilities. From a major security cooperation orientation, the Ministry of Defense Advisor will focus on those capabilities that support the FY 24-25 Significant Security Cooperation Initiative on Maritime Security. It is anticipated that the advisor will support improved management practices and functions for Indonesia's AH-64 Apache squadron (within the Indonesian Army), as well as systems such as the ScanEagle Unmanned Aerial System (Indonesian Navy and Army).

The advisor will be a part of a larger, ongoing, multi-year DSCA institutional capacity building country program in Indonesia dating back to 2013. Strategic emphasis of the country program is on improving defense management processes in the Ministry of Defense, the Joint Headquarters, and across the Indonesian armed forces. There is also a major focus on Joint Transformation – how the United States can help Indonesia develop, manage, and employ a joint approach to air and maritime missions in a littoral environment. As part of this team, the MoDA will provide as needed administrative support to DSCA ICB programs in Indonesia, with lines of effort focused on: maritime governance, maritime response operations, and capability-based planning.



The MoDA reports to the Chief, Office of Defense Cooperation (ODC), and works as part of this staff in the U.S. Embassy. The MoDA will be assisted in these efforts by a Locally Employed Staff member of the U.S. Embassy, who will also be working directly to support all DSCA ICB implementers involved with the country program mentioned above. The advisor will work as a team member and in coordination with non-resident advising team members who are also conducting ICB in Indonesia under the country program. With regards to ICB country program contributions and alignment, the MODA will report through the DSCA / Institute for Security Governance Regional Program Lead.

Specific Tasks:

- Duties include analysis, coordination, and execution of milestones to build capability, routine interaction with Indonesian civilian and military leaders, and coordination with numerous embassy officials, security cooperation officers, and international development organizations.
- Identify organizational shortfalls or process gaps, build consensus, reach agreement, document conclusions, and monitor implementation of policies across all functional areas.
- Advance and support other security cooperation efforts, such as improving the sustainability of U.S. military sales and FMF activities, coordinating and harmonizing other institutional capacity building efforts, and identifying opportunities to improve the integration of IMET, State Department, regional and other institutional capacity building programs with MoDA programs.

Required Knowledge, Skills, Experience:

- Experience with management, sustainment, or readiness aspects of major weapons systems and capabilities; prior experience with U.S. program management offices beneficial.
- Broad DoD, Joint Staff, or Service level policy and planning development, coordination, oversight and management.
- Experience in building partner capacity as part of a U.S. security cooperation or security assistance program.
- Experience developing multi-year plans, requirements and managing programs.
- Experience working in the Office of the Secretary of Defense, Joint Staff, Defense Agency, or Service Headquarters. Experience working at a systems command or equivalent beneficial.
- Broad understanding of the national defense management process, from strategy development to requirements analysis, technology and industry policy, program planning, budgeting, acquisition and sustainment.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with counterparts to help them achieve goals by providing advice, support and mentoring.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders from multiple functional areas.
- Demonstrated ability to work independently or as part of a team in an environment with limited resources and to apply innovative and creative solutions to resolve problems.



- Prior experience training and working with Indonesian or Southeast Asian militaries is beneficial.

Additional Information:

- Incumbent must be available for deployment 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 Jakarta, Indonesia 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 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