

VACANCY ANNOUNCEMENT

Personnel Notice: 03-20
Closing Date: June 12, 2020
Grade: GS-15
Type: Attorney-Advisor

This is a term appointment of 24 months not to exceed 5 years. Position is located in Riyadh, Saudi Arabia.

The Defense Institute of International Legal Studies (DIILS) is recruiting for an attorney-advisor position for legal institutional capacity building within the Kingdom of Saudi Arabia. DIILS is a joint agency activity under the Defense Security Cooperation Agency (DSCA).

DSCA's mission is to advance U.S. national security and foreign policy interests by building the capacity of foreign security forces to respond to shared challenges. DSCA leads the broader U.S. Security Cooperation (SC) enterprise in its efforts to train, educate, advise, and equip foreign partners.

DIILS is the Defense SC resource for global professional legal Institutional Capacity Building (ICB) and legal education, training, and engagement with international military personnel and related civilians.

The Saudi Arabian Ministry of Defense (MoD) is currently transforming its Ministry of Defense enterprise. The Kingdom has established a Transformation Management Office (TMO) which is charged with: (1) identifying problem areas, (2) creating a transformation plan to address identified problem areas, and (3) overseeing its implementation over a 10-year period. TMO is charged to transform MoD to establish a professional joint military force, a coalition leader and reliable partner, that will: (1) deter against all threats in order to protect the national interests of the Kingdom; (2) collaborate with other ministries to develop mutually beneficial and self-sustaining capabilities to enhance national security; and (3) apply world class management practices in a meritocratic environment.

Advisors must have mastery level experience and skills in their subject concentration/discipline. The over-arching responsibilities of the position does require the legal advisor to have previous strategic level legal experience and must have legal responsibilities reflected in their resume that allows them to provide legal advice on a broad range of legal issues pertaining to the MoD.

This advisor will advance institutional capacity building objectives by advising on the establishment of legal structures and a culture which promotes respect for the rule of law in twelve broad areas, some which are in place within MoD and the Saudi Armed Forces; the majority of which are not.

The incumbent will advise the Director General for Legal Affairs and support and assist three Deputy Ministers, other Director Generals, and Saudi Armed Forces (SAF) Commanders and/or their JAG. The advisor will be called upon to advise commanders on the full range of policy, military justice, administration, and criminal law; advise on all matters pertaining to operational (Law of Land Warfare) and public international law; advise on coalition relations, international law, and relevant U.N. Security Council Resolutions; advise on administration and management of the military judiciary system (e.g., courts martial, prosecution, etc.);

advise procurement agencies regarding contract drafting, contract disputes, etc.; and advise on issues arising out of the MoD Transformation Strategy (e.g., governance issues}.

Mentorship and guidance will include supporting the SAF in a variety of matters that include the establishment of coalition relations between KSA and its allies, the establishment of a military judicial system to support the SAF, and assisting in the development of legal policy to support the military infrastructure. This position does require a significant knowledge of KSA history and policies that impact its relationship with the United States. Guidance provided to SAF will include the ability to reach back to high level resources within allies and the United States (U.S) to provide additional perspective on legal issues.

The incumbent is not intended to fulfill the role of Saudi legal advisor to the Saudi MoD or Saudi Armed Forces. More specifically, the incumbent will not provide legal advice to Saudi personnel directly pertaining to the resolution of a specific legal case, controversy or matter similar to the advice a U.S. legal advisor would provide to U.S. personnel when functioning in the role of a General Counsel or Service, Staff or Command Judge Advocate. Rather, the incumbent is intended to operate at a further remove, by providing legal mentorship and professional guidance to Saudi ministerial or armed forces personnel designated to perform those functions or make those decisions. No attorney client relationship shall pertain between the incumbent and any entity of the Kingdom of Saudi Arabia or any other country or international organization other than the United States Government.

The advisor works closely with other U.S. Government Security Cooperation entities including other Ministry of Defense Advisors, the Defense Institute of International Legal Studies, and the Institute for Security Governance to analyze legislative impacts of transformation on MoD policies, programs, and operations. The incumbent provides mentorship and guidance on intelligence and counterintelligence policy, information sharing, security, etc. The incumbent supports the SAF through mentorship and guidance on financial management, budget formulation, and execution of MoD budget. The incumbent will provide mentorship and guidance on the reuse of MoD's intellectual property, as well as guidance in preparing, filing, and protecting intellectual; property; and mentorship and guidance on the full range of environmental issues and military construction.

The incumbent will provide mentorship and guidance that includes guidance on practice, process, and procedure related to establishing highly sensitive policies and procedures regarding matters related to the Kingdom of Saudi Arabia, the Gulf States, and the United States. The work requires an in-depth knowledge of legal ramifications and a broad knowledge of Defense Security Cooperation. The position requires extensive experience communicating with all levels of government and the ability to present information of a highly political nature in a non-partisan, non- threatening manner that enhances U.S relations.

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This advisor performs a wide range of tasks that include observing performance and reporting to the Commander of the U.S. Military Training Mission (USMTM) in Saudi Arabia and the Director, DSCA. Other tasks include preparation of written assessments and

reports, coordinating visits and presentations by personnel identified by the U.S. Embassy-Riyadh (USEMB-R) and U.S. Central Command (USCENTCOM). Presentation of reports will be required in person at senior military level both with KSA and the U.S.

This advisor must have mastery-level knowledge of: (a) a diverse range of legal disciplines and the roles General Counsels performed in civilian-led ministerial institutions and Judge Advocates performed in military-led organizations and units; (b) application of a wide range of qualitative and quantitative analytical and evaluative methods and techniques to identify and advise on highly sensitive policy (including Administration, Congress, and DoD decisions and documents) and political matters, in Kingdom of Saudi Arabia (KSA), the Gulf States, and the U.S.; (c) advising principles, methods, practices, and techniques; analytical and program management methods, and interpersonal and relationship building approaches in order to develop effective working relationships with counterparts and within the team of advisors needed to develop and apply solutions to organizational problems and overcome resistance to change.

This advisor must also have knowledge and skill in: (a) broad area of Security Cooperation to include the identification of training resources (e.g., Individual Military Education and Training (IMET), etc.) that could be available to counterparts to realize improvements in individual or organizational performance; (b) establishing plans and metrics used to guide and measure organizational performance; (c) accessing a strong network of informed colleagues and Subject Matter Experts (SMEs) and the ability to effectively "reach back" to offices within the Continental U.S. (CONUS) and overseas military installations and facilities in order to assist counterparts to deal with challenges they are facing; and, (d) analyzing conflicting data and summarizing recommendations or program changes, while considering various points of view and specifying the reasons for acceptance or resignation.

Work schedule is full time, Sunday through Thursday. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.

Receiving immunizations and taking medication as recommended by the Center for Disease Control may be required.

The selectee must also meet any additional requirements outlined in the Department of Defense Foreign Clearance Guide. For more information on the DoD Foreign Clearance Guide can be found at: <https://www.fcg.pentagon.mil/fcg.cfm>

This vacancy will be filled at the GS-15 level of the General Schedule, which currently has a base rate pay range of \$109,366 to \$142,180.

To be considered for the GS-15 level, the successful candidate must demonstrate a minimum of five years of professional legal experience after admission to the bar in the field of law; at least one year of which was at a level of difficulty comparable to the GS-14 level.

Applicants will be evaluated on: (1) the depth, breadth and quality of their relevant, successful legal experience; (2) analytical, oral, and written communication skills; and (3) interpersonal skills, including influencing and negotiating. Experience in the areas of practice identified above, and within DoD, is a positive factor.

The successful candidate must be a U.S. citizen, has graduated from a law school accredited by the American Bar Association, be – and remain – an active member in good standing of the bar (any U.S. jurisdiction), be admitted to practice before a state or federal court, and be eligible to obtain and maintain a U.S. Secret security clearance.

OVERSEAS INFORMATION: Information regarding overseas employment can be found at <http://www.dla.mil/Careers/Programs/overseas.aspx>

Overseas tour of duty for Riyadh, Kingdom of Saudi Arabia, is 24 Months. Incumbent may be subject to the 5-year foreign area limitation according to the DoDI 1400.25-V1230, dated 26 July 2012.

Status candidates who are currently stationed overseas, must have enough time, per the 5 year limitation, to meet the initial tour stated above. Waivers may not be granted, to meet the 5 year requirement.

Status candidates who have returned from an overseas tour, and have not been on a Continental United States (CONUS) assignment for at least 2 continuous years, may be disqualified. NOTE: If you have not completed 5 years overseas and return to a CONUS assignment, that time spent overseas counts towards the 5 year limitation, unless you have been in the States for at least 2 continuous years.

Candidates are not allowed to PCS twice in 1 year.

Medical Care: Applicants who have family members with special medical needs should ensure that prior to accepting a position overseas their family members' medical needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

Individuals hired from CONUS and their family members (who are US citizens) are required to obtain Official Passports prior to departure to the overseas area.

May be subjected to a variety of environmental conditions typical of the overseas areas in which traveling, to include the potential for exposure to acts of terrorism.

Payment for travel and transportation expenses may be authorized. This includes government paid travel transportation, shipment and temporary storage of household goods, and possibly other entitlements based upon the JTR and agency policy. You may be required to sign a transportation agreement. Most civilian permanent change of station travel entitlements are taxable. For additional information on the tax impact, please visit: <https://www.dfas.mil/civilianemployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction.html>

For more information on overseas allowances and benefits, please visit:

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

For specific allowance rates visit:

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

This position is identified as a Testing-Designated Position (TDP) and any individual tentatively selected that does not currently occupy a TDP will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Only complete applications will be considered. Applicants should submit a résumé showing work schedule, hours worked per week, dates of employment and duties performed; two recent performance appraisals, if available; and the names, telephone numbers, and e-mail

addresses of at least three (3) references who may be contacted. All applicants must provide a complete copy of their law school transcripts including class rank and evidence of active membership in good standing in the bar of a state or territory of the United States or the District of Columbia or the Commonwealth of Puerto Rico. Acceptable evidence may be a copy of your bar card or letter from the bar. Applicants must provide a statement as to whether or not you have ever been found by any tribunal to have committed any crime or other act reflecting upon your suitability to practice law. Applicants currently serving on active duty may apply under this announcement but are subject to eligibility requirements of the Veterans Opportunity to Work Act (VOW). Active duty members MUST submit a statement of service printed on command letterhead and signed by the command. The statement of service MUST provide the branch, rate/rank, all dates of service, the expected date of discharge to include terminal leave date and anticipated character of service (Honorable, General, etc.). Please note: you will be ineligible for consideration if your statement of service is not submitted with your application or it shows an expected discharge or release date greater than 120 days after being submitted with your application. Former military personnel provide a copy of the most recently issued Certificate of Release or Discharge from Active Duty, DD 214.

Electronic submission of applications is preferred. Materials should be sent to Mrs. Lisa Clay at lisa.j.clay.civ@mail.mil. Applicants submitting by U.S. mail or other delivery services are strongly encouraged to consider using expedited services, such as USPS Express Mail. Send applications to:

Defense Institute of International Legal Studies
Attn: Mrs. L. Clay, Executive Assistant
441 Elliot Ave
Newport, RI 02841-1531

Complete applications must be received by midnight, Friday, June 12, 2020 to be considered.

Permanent Change of Station expenses paid. Embassy housing provided.

A recruitment incentive may be authorized.

This position is not Telework eligible

DIILS IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

All hiring and advancement at DIILS is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

DIILS provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERAN'S PREFERENCE IN HIRING

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g.,

DD 214, Certificate of Release or Discharge from Active Duty, or other supporting documentation) with their submission. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive the positive factor consideration.

DoD attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, DoD considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Department of Labor Veterans' Preference Advisor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm> or the Office of Personnel Management's Feds Hire Vets site at <https://www.fedshirevets.gov/job/vetpref/index.aspx> .