

VACANCY ANNOUNCEMENT

Personnel Notice: 02-21
Closing Date: April 30, 2021
Grade: GS-15
Type: Supervisory Attorney

The Defense Institute of International Legal Studies (DIILS) is recruiting a supervisory attorney (international) position as an Operations Director at Naval Station Newport, RI. DIILS is a joint agency activity under the Defense Security Cooperation Agency (DSCA), within the Defense Security Cooperation University (DSCU) Directorate.

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 enterprise in its efforts to train, educate, advise, and equip foreign partners. DSCA administers security cooperation (SC) programs that support U.S. policy interests and objectives.

DIILS is the lead Defense SC resource for legal institutional capacity building (ICB), legal education and training, and dissemination of international humanitarian law and human rights training. DIILS conducts SC and ICB programs with partner nation security sector officials, trains partner units on international human rights standards, and hosts resident legal education programs for international students at the DIILS Education Center in Newport, RI.

As Operations Director, the incumbent provides the strategic direction, management, and oversight of the Operations division and staff. Develops and recommends to the DIILS Director the best approaches to implement and improve upon Operations division organizational strategies, policies, and procedures as part of DIILS and DSCA overall policy development. Builds and maintains strategic partnerships and/or professional relationships with DSCA, DSCU, Institute for Security Governance (ISG), and other DSCA and DoD entities, and with inter-agency partners within the Department of State (DOS), Department of Justice (DoJ), Department of Homeland Security (DHS) and other counterparts to maximize coordination of operational mission and goals. Ensures the appropriate development, staffing, implementation, and assessment of the programs and activities of the division.

The incumbent commonly coordinates and liaises with other attorneys in the legal offices at the Services, the Joint Staff (JS), the Geographic Combatant Commands (GCC), the Defense Agencies, and OUSD (Policy) on issues under the incumbent's areas of responsibility. Accomplishing this goal requires effective liaison with senior civilians and with senior military personnel. Directly interfaces with major staff divisions and Flag/General level officers in resolving issues associated with Command missions. Has frequent contacts with senior military and civilian representatives of foreign governmental agencies. The incumbent is responsible for providing the strategic direction, management, and oversight of the planning and implementation of legal ICB programs and related education and training programs and activities. The incumbent is also responsible for the management and oversight of DIILS-implemented and delivered mobile training on international humanitarian law (IHL) / the law of armed conflict (LOAC), international human rights law (IHRL), and principles of civilian control of the military provided to foreign partners.

The incumbent develops internal vision, goals, strategic engagement plans, and standards for the command; provides strategic direction and oversight of the Operation division's contributions to ICB planning and reporting, and Assessment, Monitoring, and Evaluation (AM&E) to ensure continuity in implementing these goals and plans, and seeing them through to completion.

Prepares initial drafts of official DIILS positions on DoD and JS actions circulated for DIILS coordination, comment or action. Provides supervision, guidance, and mentoring for the Operations division attorneys and other staff to ensure their international engagement work meets high standards for quality, accuracy, professionalism, and effectiveness. Reviews and approves written products including engagement material, program planning and design documents, program monitoring and assessment reports, trip reports, input for external reporting and responses to congressional and other inquiries, correspondence, outreach products, and other documents to ensure they are timely, well researched, legally sound, consistent with U.S. policy and strategy, and thorough and responsive to the needs of our engagement partner nations, DSCA, OSD(Policy), US Embassy (USEMB) staffs, GCC staffs, etc.

Manages the strategic review of the Operations division's budgets, operating and command instructions, policies, and other internal and external materials for content, legal correctness and accuracy, and compliance with current controlling authorities and policies. The incumbent is responsible for managing resource allocations, hiring, development of staff, development of position descriptions and performance elements, and all other operational, fiscal, and administrative facets of the Operations division, coordinating with other internal and external entities as required.

Serves as senior advisor and subject matter expert in a number of areas of international law, including international and military operations law and military justice systems; rule of law (ROL); and legal aspects of SC and security sector reform sufficient to provide authoritative managerial and legal advice and assistance on complex issues. Identifies and defines major issues, reviews appropriate sources, and prepares command policy documents as they pertain to significant large scale issues, initiatives, programs, policies, and plans.

Represents DIILS in various capacities, including on committees concerned with implementation of authorities or policy, managing programs and education and training engagements, as an instructor or advisor to senior U.S. officials at international conferences across all GCC areas of responsibility, and other legal engagement-related activities worldwide.

Leads, supervises, and mentors military and civilian attorneys with a robust international engagement mission. Manages, supervises, and mentors civilian support staff and other assigned staff with varying degrees of delegated authority. Responsible for ensuring the quality of work for the entire Operations division and their assigned civilian, active duty, and reserve personnel.

The successful candidate must have sufficient knowledge and understanding to analyze competing policy and management issues, conceptualize innovative solutions, reconcile diverse viewpoints, and articulate problems and proposals, orally and in writing, in a concise, accurate, and professional manner.

Candidate must have expert proficiency in legal research, including computer assisted research using software and the internet. Must possess excellent oral and written communications skills, advanced organizational and information management skills, and be able to work effectively on multiple simultaneous tasks in a pressured environment. Must demonstrate an advanced ability to work on critical issues and complex legal and policy questions independently and with minimal direction.

Work may require domestic and international travel away from the normal duty station on military or commercial aircraft.

The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays and/or overtime.

This vacancy will be filled at the GS-15 level of the General Schedule, which currently has a pay range of \$142,615 to \$172,500 (which includes a locality adjustment for the Newport, RI area). Pay will be commensurate with qualifications.

To be considered for the GS-15 level, the successful candidate must demonstrate a minimum of ten years successful experience in matters pertaining to international law, agreements, treaties, conferences, and related matters. Familiarity with the organization of DoD, DOS, and, in particular, Geographic Combatant Command and Component Command staffs, is also desirable.

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 the ability to work independently and as part of a team. Experience in the areas of practice identified above, and within DoD, is a positive factor.

The candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, a fully qualified attorney who has active membership in the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia and be permitted to engage in the active practice of law, and be eligible to obtain and maintain a Secret security clearance.

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

Only complete applications will be considered. Your resume may be submitted in any format. It must include your name and contact information and support the specialized experience described in this announcement. For qualifications determinations your resume must contain the number of hours worked per week and the dates of employment (i.e., "HRS per week and month/year" or "HRS per week and month/year to present"). 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. Provide 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. 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 personnel 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 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, April 30, 2021 to be considered.

Relocation expenses. You may qualify for reimbursement of relocation expenses in accordance with agency policy.

Recruitment incentives may be authorized.

You may be required to successfully complete a probationary period.

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>.