



Administrative Support in Guatemala City, Guatemala

CRC is seeking a qualified administrative support to act as SIU PROGRAM Assistant as part of the Central America Regional Security Initiative (CARSI). The CARSI Initiative, one of the largest and most sophisticated multi-lateral security efforts in the world, provides funding for the USG to assist the governments of the CARSI countries with police professionalization, justice sector reform, counter narcotics efforts, border security management, crime and violence prevention, and anti-corruption efforts.

Duties and Responsibilities

- Assists in budget formulation, financial planning, and execution of DEA's annual budget for the Sensitive Investigative Unit (SIU) and vetted units (VU) program.
- Applies analytical techniques to provide information and recommend improvements, thus increasing the accuracy adequacy, and timeliness of the SIU/VU program financial operations and preparations.
- Ensures the effectiveness, efficiency and integrity of the financial management that pertain to the DEA SIU/VU programs.
- Accurately reviews purchase requests, funding and use of appropriate purchasing procedures.
- Incumbent's responsibilities include working with INL Accounts to issue monthly operating payments and salary supplements; monthly and yearly reconciliation of the DEA/INL accounts.
- Reviews various financial transactions to included Embassy procurement items and miscellaneous payments. Reconciles accounts and cross-reference budget obligations/liquidations with Embassy FMO/INL. Incumbent will have the authority to resolve issues/ problems with later reporting to supervisor.
- Assists all reporting requirements relating to budget control; end of Fiscal Year close out documents, End Use Monitoring Report, GAO and AIG auditing requirements, and quarterly/status budget reports
- Confers with Embassy and DEA officials on issues that impact fiscal management procedures.
- Identifies the different types of payment used for specifics expenses.
- Incumbent will maintain accounting of lease agreements and rental payments for undercover locations throughout Guatemala.
- Incumbent is responsible for a variety of liaison activities within and outside of the immediate office setting. Assignments include but are not limited to, monitoring meetings at post with other agency counterparts to discuss various administrative policies and procedures as well as on-going and future projects of the Sensitive Investigative Unit (SIU) and Vetted Units (VU).
- Incumbent is responsible for providing direct training and support guidance for SIU and VU administrative functions to host nation counterparts and DEA Special Agents. Collaborates with the National Police, Fiscal General's Office, INL and DEA managers



- in developing solutions, approaches, and concepts for both the SIU and VU programs.
- Incumbent coordinates logistical matters for international meetings and training, travel arrangements, securing meeting room facilities and catering services. Organizes functions such as official seminars and conducting briefings.
 - Incumbent advises DEA management, DEA employees and host nation counterparts on procedures and policies of SIU and VU to ensure awareness and compliance with regulations and other requirements.
 - Assists INL in communication and contacts with foreign government officials at the highest levels. Incumbent deals directly with General-rank officers of the National Police.
 - Incumbent assists DEA's Training Division to process all training requests for host nation counterparts.
 - Prepares all travel documents and requests for host nation counterparts for both national and international travel. Incumbent will also be responsible for ensuring that travelers have appropriate immigration documentation. Responsible for preparing travel vouchers upon conclusion of travel and coordinating with INL for collection for payment memorandums necessary to close funding obligations.
 - Explains and promotes understanding of travel management policies, regulations and procedures. Implements procedures and methods to accommodate new policies resulting from regulatory changes. Recommends changes to DEA Program Manager to improve established procedures. Responsible for ensuring travelers are aware of travel requirements (including but not limited to visa requirements).
 - Incumbent will be responsible for conducting the annual State Department/INL End Use Monitoring Report and the DEA annual inventory as well as daily maintenance of the inventory control system (issuing and disposing of equipment).
 - Travel is required to various parts of Guatemala to complete both inventories.
 - Incumbent will assist meetings meet with host nation groups on a daily basis to remain current with what takes place within these groups.
 - Identify needed changes or adjustments for the SIU Program Manager, such as transparency, training, career development, and pay.
 - Coordinate polygraph, human rights and urinalysis tests to ensure a high level of quality and professionalism in the SIU team, as well as compliance with all DEA SIU requirements.
 - Advises regarding equipment and materials needs for the smooth operation and daily management of SIU facilities.
 - Organize, schedule, and direct administrative work of SIU team members, as directed by the SIU Country Coordinator. Coordinate pertinent evaluations of meetings, progress, and related SIU goals and objectives.
 - Provide reports to DEA.
 - Assists INL to write, distribute, and follow up on letters to host government entities



- regarding SIU/DEA.
- Assists INL to maintain day-to-day communication with Ministry of Government, Public Ministry and PNC Headquarters personnel to ensure work plans are being implemented and information is flowing between SIU and the GOG.
 - Assists INL in locating, leasing construction and refurbishment of SIU off-site safe houses and offices.
 - On a daily basis, coordinates with sixty (60) host nation counterparts who fall under administrative section of the SIU to ensure compliance with budgetary issues and Standard Operating Procedures
 - Assists to provide guidance to Andean group assistants and SIU administrative staff. Provides guidance to DEA agents regarding SIU program protocols.
 - Reviews and monitors invoices, reconciles advances, and prepares reimbursements for final approval. Responsible for ensuring the adherence of the vetted units of DEA financial policies and procedures.
 - Travel in vehicle to SIU locations, travel with agents to different cities to meet with SIU members and conduct surprise audits of expenses in outlying areas.
 - Incumbent must be able to meet the constant physical and psychological demands of working as part of a criminal investigations team in a country that has been designated a "Critical Threat" Post by the U.S. Department of State.
 - Work locations will be inside and outside of the U. S. Embassy in Guatemala. Occasional travel to other locations, Washington, DC or other foreign locations. Must be available to work some nonstandard hours and be available (evenings and weekends) in emergency situations to coordinate approvals of requests and expenditures between SIU members and DEA management or when needed.
 - Assists in making high level procedural recommendations according to SIU standard operating procedures. Requires a highly specialized level of knowledge and experience. Incumbent must become familiar with all DEA policies regarding SIU administration.
 - Hours for this full-time position will be the core hours of U.S. Embassy Guatemala: 7:30 am to 4:30 pm Monday through Friday, 40 hours per week.
 - The position is located in Guatemala City, Guatemala.
 - Occasional travel in and around Guatemala is likely. In country travel may be required as part of this position.

Qualifications

- An Associate Degree (or Guatemalan equivalent) in Accounting, Finance, Business Administration, Secretarial Studies, or Economics is required.
- US Citizen
- MRPT security clearance
- A minimum of five (5) years of experience with administrative and office management support is required.
- Previous experience working with DEA is preferred.



- English FSI Level IV (fluent) is required. Spanish Level IV (fluent) is required.
- The incumbent must have excellent knowledge of DEA, INL, FMO administrative and budgetary policies, to included property inventory management and purchasing procedures.
- Incumbent must have an excellent knowledge of accounting principles and practices.
- He/she must have a good knowledge of the structure of the Government of Guatemala on local, state and federal levels.
- Incumbent must be familiar with organizational structures of host nation security forces.
- Incumbent must be familiar with Guatemala and the local economy, specifically with purchasing practices and how to research and locate vendors.
- Demonstrate two (2) years of specialized experience with SIU.
- Specialized experience in administering and monitoring administrative, clerical and internal management support functions for an organization, and providing customer service to a wide array of internal and external customers. This experience must include using software, to manage information; tracking systems; developing reports and entering information into SIUNET database.
- Incumbent must be detail-oriented and organized.
- Must be willing to travel.
- Must be proficient in Microsoft Office, have knowledge of various software applications, i.e., Word, Excel, and Access. On-the-job training and courses focusing on administrative procedures, budget and accounting, and property management.
- of DEA organization and SIU Protocols

About CRC

Crisis Response Company, LLC (CRC) is a Service Disabled Veteran Owned Small Business (SDVOSB) formed in 2009 by leaders who have captured and led numerous and recent peacekeeping operations on behalf of DoS, DoD, United Nations, the African Union, and Private Industry. CRC's leadership formed the company with a single goal to enable Governments and Private Industry succeed in Security Sector Reform/Transformation, Subject Matter Expert Manning, and Defense initiatives around the globe.

Please send qualified resumes to admin@crc-intl.com