



Administrative Support in Guatemala City, Guatemala

CRC is seeking qualified administrative support to act as ICE 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

- **Budget and Fiscal Management** – Under the direction of the DHS/ICE Mission Support Specialist, the incumbent will assist in the execution of DHS/ICE’s annual budget for the SIU in addition to assisting in budget formulation and financial planning. Responsibilities include quarterly/yearly lease agreements in Guatemala City. The position will also assist with all reporting requirements relating to budget control including end of fiscal year close out documents, quarterly/status budget reports, and other reports as required.
- Incumbent will be responsible for inventory control systems. Incumbent will have the authority to recommend issues/problems with later reporting to supervisor.
- Incumbent will be responsible for preparing and providing to the COR the budget requests, annual financial plan, fiscal year beginning and closing requirements.
- **Acquisitions** – The Incumbent will be responsible for processing all procurement requests to be processed by the INL Guatemala Procurement Office. Responsibilities will include: conducting market research, fully identifying requirements, writing statements of work, obtaining necessary quotes from vendors and preparing the actual procurement requests to be processed by INL Guatemala.
- **Travel requests:** The incumbent will be responsible for preparing all travel documents for SIU members and host nation counterparts both national and international. Incumbent will also be responsible for ensuring that travelers have appropriate immigration documentation.
- **Training--** incumbent will work with DHS/ICE Headquarters and/or FLETC to process all training requests for SIU members and host nation counterparts.
- **Inventory control-** DHS/ICE has extensive inventory controls in place and incumbent will assist with the annual State Department/ INL Guatemala End Use Monitoring Report and will assist with the DHS/ICE inventory as well as daily maintenance of the inventory control system (issuing, surplus, destroying equipment).
- **Database maintenance-** DHS/ICE has stringent controls in place to manage equipment and personnel. As requested by the COR, the incumbent will be required to meet with host nation to ensure an accurate accounting of personnel and equipment.
- Advise on any and all factors which will or may impact the successful implementation of identified changes for the SIU such as transparency, training and



career development.

- Coordinate polygraphs, human rights and other tests to ensure a high level of quality and professionalism in the SIU team.
- Determine equipment and material needs for the operation of the SIU.
- Organize, schedule and direct work and SIU team meetings, as appropriate, while coordinating pertinent evaluations of meetings, progress, and related SIU goals and objectives.
- Provide reports to SIU DHS/ICE Country Attaché and Special Agents.
- Write, distribute, and follow up on letters to host government entities regarding SIU/DHS ICE.
- Maintain day-to-day communication with Ministry of Government, Public Ministry, "SAT" and PNC Headquarters personnel to ensure information is flowing between SIU and the GOG.
- Create/maintain the SIU database up to date with all relevant and required information.
- Assists with preparing DHS/ICE forms or processing forms for procurement or accounting purposes as directed by DHS/ICE Country Attaché and/or DHS/ICE Mission Support Specialist.
- Receive and follow Embassy and State Department policies and procedures as authorized regarding security of official memorandums, reports, packages, identifying personal data, etc.
- Assists with coordinating SIU vehicle maintenance and procurements. Making appointments for vehicles to be serviced, washed, alarmed, etc. Preparing necessary paperwork for the maintenance of all vehicles. Contacting DHS/ICE Country Attaché concerning any issues with the vehicles.
- Provides assistance to SIU office staff on administrative duties and responsibilities. Send out emails or memos on meetings, requesting supplies list, etc. Perform secretarial services for SIU, answer telephones, typing, coordinating appointments, managing files, receiving and processing mail, etc.
- Provide assistance to DHS/ICE Special Agents in translating and preparing official correspondence.
- The position is located in Guatemala City, Guatemala.
- In-country and international travel may be required as part of this position.
- Hours for this full-time position will be the core hours of U.S. Embassy Guatemala: 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm Friday, 40 hours per week.

Qualifications

- An Associate Degree (or Guatemalan equivalent) in Secretarial Studies is required.
- Guatemala Citizen
- RSO security clearance
- A minimum of one year of experience with administrative and/or office



- management support is required.
- Knowledge of various software applications, i.e., Word, Excel, Access. On-the-job training.
- Proficient in Microsoft Office
- Working knowledge of English and Spanish is required. English Level III is required. Spanish Level IV (fluent) is required.

Preferred Qualifications:

- Incumbent should have a basic knowledge of inventory control mechanisms.
- Incumbent should be familiar with the local economy, specifically with purchasing practices and how to research and locate vendors.
- Incumbent should have basic knowledge of DHS/ICE procedures.

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