



Report/Technical Advisor

CRC is seeking qualified administrative support to act as Report/Technical Advisor 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

- Draft and Coordinate INL-G input to recurring reporting cables to include the CARSI Monthly Cable and Quarterly 1207 Cable.
- Assist Program Managers with drafting and reviewing SOWs.
- Process, coordinate and manage all grant packages.
- Work closely with INL-G procurement office and the Financial Management Office to ensure grants are fully processed and final drafts are stored within regulations.
- Provide Program Support: Maintain and cultivate relationships with Program Managers, providing project support, evaluation and coordination.
- Develop Performance Metrics: Implement quantitative and qualitative methodologies to evaluate program performance and the use of program resources. Assist with planning and oversight for Training and Executive operations through the development of plans and performance metrics.
- Conduct Performance Tracking: Work with Program Managers to support planning cycles including program and project plans, quarterly performance reports, and funding recommendations in support of strategic goals and priority initiatives.
- Develop Trend Analysis: Analyze data, including real-world and training after-action reports and metrics, to identify patterns and project costs for short and long term work.
- Manage Resources: Conduct analysis of internal, external resources and assessed current and future operations.
- Develop Program Plans: Explore potential collaborative opportunities, identified and resolved planning issues, and facilitated open communication about strategy. Assist programs to determine current capabilities, define objectives, and developed multi-year improvement plans.
- Reports and Recommendations: Provide data-driven recommendations for reallocation of program funding to INL Deputy Director and Director.
- Evaluation: Analyze time/budget constraints and cost benefit to determine programs for evaluation. Developed statements of work to clearly articulate the nature and purpose of evaluation along with evaluation requirements.
- Operational Systems Development: Assist in the design and development of the TPC Policy Manual site to improve collaboration and communication between TPCs and contracting company.



- The Report Writer is expected to comply with the INL-G Standards of Conduct for Third Party Contractors.
- Hours for this position will be the core hours of the US Embassy Guatemala – INL Section, 7:30 am to 5:00 pm Monday through Friday, not to exceed 40 hours per week.
- The position is located in Guatemala City, Guatemala. Routine travel will be required within the city. In addition, in-country trips may be required to attend INL-G events.

Qualifications

- A minimum of a university degree
- US Citizen
- MRPT security clearance
- Demonstrated prior report writing experience
- Demonstrated Procurement and Acquisitions experience
- Superior English oral and written communication skills
- Proficient in Microsoft Office Suite
- FSI Level 4/4 Spanish, Level 3/3 English

Preferred Qualifications

- Experience working in a foreign assistance planning environment
- Prior experience with Department of State report writing
- Prior experience as a US DOS Contracts Officer Representative (COR)

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