



Administrative Support in Guatemala City, Guatemala

CRC is seeking qualified administrative support to act as Administrative 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:

- Duties will include but will not be limited to the following assignments of clerical, administrative and logistical support to ROL Program daily duties: prepare, distribute and follow up on correspondence; support the ROL Program Manager on schedule management, collecting Program reports, filing all Program documentation; support the ROL procurements by collecting quotes, preparing purchase and travel request forms with all supporting documents required; maintain a record on donations made to the host government; maintain a record on trainings and technical support provided to the host government; follow up on specific projects activities and any other assignment required by ROL Program Manager.
- A concise written report (in Spanish) must be delivered to the ROL Program Manager on a weekly basis indicating the accomplishment of duties assigned as per previous detail of duties and responsibilities.
- Every three months provide a record on donations made to the host government.
- Every three months provide a record on trainings and technical support provided to the host government.
- A concise written report (in Spanish) must be delivered upon completion of assistance indicating the degree of accomplishment of goals.
- Hours for this full-time position will be the core hours of the US Embassy Guatemala, INL Section, 7:30 to 17:00, Monday through Friday, 40 hours per week.
- The position is located in Guatemala City, Guatemala. In-country travel may be required as part of this position.

Qualifications

- A minimum of two years of experience on administrative and office management in Guatemalan Justice Sector institutions is required.
- Guatemala citizen
- RSO security clearance
- Software knowledge in applications such as Word, Excel, Power Point and Outlook.
- Working knowledge of English and Spanish is required. English FSI Level 4 (fluent) is required. Spanish Level 4 (fluent) is required.

Preferred Qualifications

- Familiarity with Guatemalan laws and justice sector institutions.

CRC



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