



### **Administrative Support in Guatemala City, Guatemala**

CRC is seeking qualified administrative support to act as Technician - File Scanning and Classification 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**

- The technical advisor should:
- Review case files so that documents are in appropriate order;
- Classify them according to agency of the Prosecutors Unit they correspond to and according to the year the case began.
- Scan files and digitalize them.
- A report on the final amount of digitalized files in both the Human Rights Prosecutors Unit and in the Asset Seizure Unit with the Anti-money Laundering Prosecutors Unit.
- A final report of the consultancy, where recommendations are included especially in terms that will contribute to a better continued use of the consultancy performed.
- A weekly progress report on the assigned functions.
- Hours for contract will be the core hours of the Guatemalan government, with no more than 40 hours maximum per week.
- The position is located in Guatemala City.
- Some travel may be required.

#### **Qualifications**

- Academic training: University studies in law. At least, third college year of the Bachelor of Law and Social Sciences.
- Guatemala citizen
- RSO security clearance
- FSI level 4/4 Spanish, Level 3/3 English
- Work experience: Experience in procurement activities in public or legal entities related to the administration of justice
- Knowledge of classification systems of documents.
- Capacity for analysis, interpretation and proposal.

#### **Preferred Qualifications**

- Experience in working with Guatemalan government institutions, preferably in the Public Ministry.

#### **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

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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](mailto:admin@crc-intl.com)