



### **Administrative Support in Belmopan, Belize**

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 Programs. Daily duties include: 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, 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 training 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 must be delivered to the ROL Program Manager on a monthly basis detailing the activities of the previous month.
- Each quarter provide a record on donations made to the host government.
- Each quarter provide a record on trainings and technical support provided to the host government.
- This position is located in Belmopan, Belize.
- Hours for this full-time position will be the core hours of the US Embassy Belmopan, Belize, Monday through Friday, 40 hours per week.
- In-country travel may be required for this position.

#### **Qualifications**

- Two (2) years of experience on administrative and office management issues.
- Belize citizen
- RSO security clearance
- Software knowledge in applications such as Word, Excel, Power Point and Outlook.
- English FSI Level 4/4 (fluent) is required.

#### **Preferred Qualifications**

- Familiarity with Belize laws and justice sector institutions.
- Spanish language ability

#### **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

# CRC



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)