



### **Administrative Support in Belize City, Belize**

CRC is seeking qualified administrative support to provide Acquisitions 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 Admin specialist will assist the INL Belmopan program managers with the planning and coordinating of procurements for goods, materials, supplies and service activities to establish INL projects in Belize.
- The Admin Specialist is responsible for assisting INL in framing positive effects of citizen security programs through activities and events that support various law enforcement and municipal government entities as well as assisting the Corrections and Alternative Measures Program Manager in establishing model correctional projects to include:
  - Assist INL with purchase requests, bids and proposal processing providing information before final award.
  - Identify discrepancies, draft reports subject to review and approval and maintain procurement files specifically by submitting items into ARIBA and/or Express Travel systems as a requestor.
  - Monitoring the authorization flow to prepare the required documents for INL programs donations.
- The Admin Specialist will assist with the development, design and theme of scheduled and unscheduled conferences, events and activities important in producing positive impact of citizen security programs through public involvement, public participation, educational programs, and accomplishments in support of various law enforcement and municipal government entities.
- Will assist with developing and maintaining an accurate, well organized and accessible record system (database) of all items, equipment and supplies purchased under the cooperative agreement for distribution.
- Will assist with developing and maintaining an accurate, well organized and accessible records system (database) of all items, equipment and supplies purchases.
- Will create accurate and efficient practices to make database information available to INL in order to produce an effective and efficient end user monitoring system.
- Will provide continuous effort to improve INL procurement operations.
- Will assist Program Managers on edits and streamlining a purchase system within the allotted program budget.
- Will travel to various locations in Belize to conduct assessments, inventory donated



equipment, supplies and items.

- Will coordinate with INL Logistics Section and assist with end user monitoring.
- The position is located in Belize City, Belize.
- In-country travel will be required as part of this position.
- Hours for this full-time position will be the core hours of U.S. Embassy Belmopan, Monday through Friday, 40 hours per week.

#### Qualifications

- Education: A Bachelor's Degree in Business Administration or related field. In addition, any relevant training certificates preferred.
- Belize Citizen
- RSO security clearance
- Two (2) years working procurements with federal, state, or local governments entities, non-profit organizations, and/or community- based groups funded by USG;
- Three (3) years of experience as an office manager / assistant.
- Ability to prepare accurate, persuasive, and concise written material for a variety of audiences in both English and Spanish.

#### Preferred Qualifications

- Proficient in Microsoft Office Applications; word, excel, and power point
- FSI level 3/3 Spanish.
- One (1) year working experience in the US Embassy in Belize.

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