



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

CRC is seeking qualified administrative support to act as Counter Narcotics 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:**

- Under the direct supervision of the INL-G Counter-Narcotics Program Advisor this position provides administrative and logistical support for the INL-G Counter-Narcotics Program.
- Provide efficient day-to-day support to the program, the CN Administrative Assistant will provide NCSC as an Input Specialist
- which includes; training coordinator of all travel coordination with the Columbia National Police; responsible for the arrangement of travel, lodging accommodations, per diem and all other necessities.
- Training Coordinator – identifying and book training facilities; plan and arrange all necessary equipment (computers, projectors, screens and sound system) identify and coordinate catering services to include lunches, water, coffee, and snacks.
- Develop Student Training Database to continually monitor students' attendance. Coordinate and develop a vetting database to identify and monitor a constant vetting of Counter Narcotic Police Officers.
- Responsible for the Weekly Report in collecting and retrieving antinarcotic information from various sites, which includes CN Pro- grams, Borders and Ports Security Programs as well as training strategies for all mentioned programs.
- Develop a database for tracking all Counter Narcotic purchases from writing to initiation, to delivery, as well as end use monthly re- ports.
- Maintain and assist the INL-G Counter Narcotic Program Advisor with the Monthly Status of Funds, tracking obligated and de- obligated funds, deduct procurements upon purchase.
- Provide a written Weekly Activity Report to the INL Management
- A complete course curriculum for HR related training
- An assessment and evaluation of presented training
- All reports/deliverables shall be submitted to INL.
- Develop Student Training Database to continually monitor Students attendance.
- Coordinate & Develop a Vetting Database to identify and monitor a constant Vetting of Counter Narcotic of Police Officers.
- Develop a Database for tracking all Counter Narcotic purchases from writing to initiation, to delivery, as well as end use Monthly Reports
- Provide a Monthly Cost Report, tracking obligated and de-obligated funds; deduct



- procurements upon purchase to the INL Counter Narcotic Program Advisor.
- Demonstrates commitment to the mission, vision and values of the American Embassy.
- Shows sensitivity and adaptability to work with a differential focus.
- Has ability to establish and maintain good working relationships with people at different levels in different cultures.
- Has ability to work in teams and collaborate, lending expertise in all areas of responsibility.
- Executes daily tasks systematically and efficiently without direct supervision.
- Excellent interpersonal skills and creativity when problem solving.
- Ability to work under pressure and perform multiple tasks.
- Ability to plan, prioritize and deliver tasks on time.
- Good working knowledge of Microsoft Office.

#### Qualifications:

- Guatemala Citizen
- RSO Security clearance
- FSI level 3/3 English, FSI level 3/3 Spanish
- Previous administrative experience required.
- Experience working with governmental, international organizations and/or NGOs preferred.
- Demonstrates effective oral and written skills in English and Spanish communication
- Knowledge and/or skills in business English, basic mathematics, typing, filing and record maintenance, reception, operation of routine office equipment, time management, billing procedures and fiscal management.
- Demonstrated good interpersonal skills
- Skills in Microsoft Office (Word, Excel, Access) data entry/retrieval.
- Successful time management and organizational skills with flexibility to manage a wide variety of tasks.

#### Preferred Qualifications

- Experience working in a foreign assistance planning environment
- Prior experience with Department of State report writing
- Data Management/Organizational Multi Task
- Administrative/Business Skills
- Worked with Government/State/Federal Programs
- Budget/Financial Reports
- Time Management skills
- School Accounting
- English Prep Courses – Teaching English As a Second Language
- Communication Skills
- Office Management & Supervision
- Operation of Various Office Machines

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- Interpreter/Translator
- Health Insurance Billing
- Personnel/Human Resource
- Health Insurance
- Skills in Microsoft Office/Word/Excel/Access/Power Point/Data Entry/Retrieval
- Excellent Telephone Etiquette
- Great People Skills

## **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)