



Specialist Advisor in Guatemala City, Guatemala

CRC is seeking a qualified specialist advisor to provide Engineering services 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

- **Designs and Specifications.** Prepares preliminary and detailed designs and technical specifications for various projects in support of INL-G assistance activities as requested by project advisors, CORs, and GORs. Ensures specific project needs are identified and documented using the best technical approaches and involving consultants and specialized technical engineers as needed to ensure best likelihood of project completion. This work may also include managing and controlling designs performed by architectural and engineering companies.
- **Acquisition and Proposal Review.** Prepares technical solicitation packages that include technical specifications, designs, and details for each of the assigned projects. Prepares statements of work, independent government cost estimates, and proposal evaluation factors. Prepares ARIBA actions related to her or his assigned construction or designing projects. Reviews proposals and advise project advisors, TEC Panel members, and CORs/GORs on suitability, feasibility, and cost effectiveness. Ensures the US Government receives the best value for its money.
- **Cost estimates and cost analysis.** Develops government cost estimates with detail cost analysis for the activities to be performed with INL funding or constructed by the INL construction Section. Evaluates projects to assure that the costs are reasonable and technically complete.
- **Analysis and construction reports.** Provides project reports to project advisors, CORs, and GORs on all the construction being performed. Other type of reports includes evaluation and recommendations for changes in design during the construction phase, contract modifications for budget adjustment and performance time.
- **Quality Assurance.** Observes the performance of design and construction contractors and makes recommendations to project advisors, CORs, and GORs on review and approval of material, test report, drawings, and final reports. This also includes review of cost estimates, reports of observation on progress and recommendations regarding final payments made to contractors through the procurement and budget section. Confirms that the required projects are necessary thus avoiding duplication of projects being executed. On-site observation of assigned ongoing projects at the various locations may be required in order to assure work is completed according to relevant building codes.
- **Other duties as assigned.** Provides contract, grant, and cooperative agreement administration support to CORs and GORs as required.



- Hours for this position will be the core hours of the US Embassy Guatemala – INL Section, 7:30 am to 5:00 pm Monday through Friday, not to exceed 40 hours per week.
- The position is located in Guatemala City, Guatemala. In-country and international travel may be required as part of this position

Qualifications

- Five years of progressive experience in civil construction projects. Out of the five years, at least two years in bidding and specifications and construction budgeting are required.
- US Citizen
- MRPT security clearance
- Experience in field works in the areas of construction designs and small project construction, and advance experience in cost and price analysis when evaluating technical proposals.
- At least one year of aforementioned experience must include team work and construction projects supervisory experience.
- Advanced degree in Civil Engineering is required.
- English FSI Level 4 (fluent) is required.

Preferred Qualifications

- Advanced knowledge of international building codes, construction methods and materials available, including labor contracting procedures and country culture.
- Good working knowledge of Windows MS Office to include Word, Excel, Power Point and computer aided design and drafting programs – AUTOCAD.
- Good knowledge of systems analysis and design techniques; automation policies, security techniques, procedures, and standards.
- Good understanding of USG procurement and contracting regulations and procedures, to include COR/GOR roles and responsibilities.
- Good understanding of budgetary principles to develop project independent cost estimates.
- Ability to work with minimal supervision, making quick decisions and simultaneously monitoring multiple and geographically dispersed projects.
- Ability to discuss complex concepts with non-technical project advisors and managers, users, and vendors to negotiate acceptable solutions.
- Ability to interpreting legal terms and conditions included in solicitation packages and templates.

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