



Specialist Advisor in Guatemala City, Guatemala

CRC is seeking a qualified specialist advisor to act as an Aviation Logistics Expert 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 include assisting in supply chain management of components, parts, expendables, consumables, forecasting requirements and parts availability, supporting procurement actions for scheduled and unscheduled maintenance tasks and monitoring non-mission capable rates (due to supply shortages and maintenance scheduling). This contract should measure the logistics integration work plan, labor schedules, site-specific considerations, work requirements, milestones/timelines, and operational activities in support of the aviation program. Final decision making will be approved by Deputy Director and/or Senior Aviation Advisor (SSA)
- Advises INL-G leadership in developing clear, accurate, and detailed requirements in order to ensure a smooth and successful integration of training, infrastructure renovation and logistics support systems. Final decision making will be approved by Deputy Director and/or Senior Aviation Advisor (SSA)
- Advise INL interests and priorities when discussing the Guatemalan contracting efforts among the multiple stakeholders both internal and external to INL-G, the GOG and other stakeholders involved with, supported, or affected by aviation program within the INL-G programs. Final decision authority will be approved by Deputy Director and/or Senior Aviation Advisor (SSA)
- Assist with facilitating the flow of accurate and timely information among stakeholders, the INL Program Offices, and other Embassy and National stakeholders.
- Assist program/project officers and designated contractor representatives on all technical matters that arise in the discussions on the development of logistics support aviation operations in Guatemala and the region.
- Advises on the potential impact of integration on technical requirements, including inspections, testing, inventories and acceptance procedures for training, infrastructure and logistics processes. Final report, decision, and approval will be made by the Deputy Director and/or Senior Aviation Advisor (SSA)
- Based on SMEs expertise will recommend, when required, for deviations from approved plans, schedules, and scopes of work, and based on the status and progress of all parties involved. Deputy Director and/or Senior Aviation Advisor (SSA) will approve before final documents are submitted.



- Based on SMEs expertise will assist with identifying and recommending solutions or corrective actions to resolve any issues that interfere with the logistics support to aviation program and with the completion of projects in support of INL-G programs goals and objectives (in accordance to agreed upon terms of reference in any Letter of Agreement or LOA). In those cases where problems cannot be resolved within the incumbent's scope of authority, the incumbent is required to make recommendations to INL-G management on appropriate corrective actions. Deputy Director and/or Senior Aviation Advisor (SSA) will approve before final documents are sub- mitted.
- Assist with planning and conducts training of all levels of logistics management to INL-A and international aviation standards. Written report must be delivered to Deputy Director and/or Senior Aviation Advisor (SSA) documenting advances previous to approval.
- Assist with quality assurance; resource forecasting (authorized stock lists, bench stock, serviceable and unserviceable parts and equipment) and support for GOG/INL-G procurement actions. Written report must be delivered to Deputy Director and/or Senior Aviation Advisor (SSA) for approval.
- Advise GOG and Guatemalan Air Force (GAF) logisticians working in three or more sites in the following areas:
- Maintain Air Wing Information System standards in accordance with INL/A standards.
- Maintain stock levels to support mission capable rates for the assigned aircraft at all operating locations.
- Ensure all stored items are properly packaged and protected from damage/corrosion.
- Draft GOG Logistics Standard Operating Procedures (SOP) Advisor will request for Deputy Director's approval.
- Assist with ensuring requests for funds are properly documented and comply with GOG SOP and procurement processes. Solicit re- quests based on INL-G Maintenance SME and Senior Aviation Advisor's guidance. Advise on conducting daily cash counts and assist on reconciling expenditures with receipts to ensure accurate fund balance. Report expenditures and submit to SME, SAA and FIAAT Director for UNESA accounting. Deputy Director and/or Senior Aviation Advisor (SSA) will approve before final documents are submitted.
- Conduct systematic property accountability and warehouse inventories at all operating locations.
- Maintain accurate accountability for property. Serve as property book administrator for GOG Government furnished equipment.
- Report and adjust inventory discrepancies.
- Maintain safety and security in all warehouse facilities.
- Supervise shelf life management and hazardous material storage.



- Advise assigned logisticians to maintain stocks; conduct interchangeability and substitute item research; issue parts; complete data base entries; conduct inventories; process requests, receipts and shipments; comply with all logistics operating instructions and support plans. Report advances performed to the Deputy Director and/or Senior Aviation Advisor (SSA) for approval.
- Preserve, package and document materiel IAW MIL-STD-129P, MIL-STD-2073-1D, and GOG SOP for shipment to CONUS/ OCONUS and FOL sites.
- Maintain training requirements for hazardous materiel shipments. Palletize materiel, prepare load plans, and assist loading and unloading transport aircraft as required. Written status reports are required for updating the plans performance to the INL-G Deputy Director for review and final approval.
- Advise logisticians in complying with GOG procedures and INL/A logistics plans.
- Forecast logistics requirements for scheduled maintenance.
- Coordinate with maintenance, quality control and operations to ensure compliance with mission requirements.
- Operate and maintain GSE as required. Advise procedures for all supplied vehicles.
- Coordinate with warehouse clerks to determine applicable data for database input.

Qualifications

- US Citizenship, Third Country National, or Local National.
- MRPT clearance if US citizen or TCN, RSO clearance if Guatemala citizen
- FSI level 3/3 English, FSI level 3/3 Spanish
- Twelve (12) years' experience working overseas within an Embassy environment. Previous and recent experience (within five to seven years) in Guatemala is required.
- Must be able to clearly demonstrate superior administrative and management skills. For example: Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Demonstrated ability to bringing others together and trying to reconcile differences.
- Must be able to clearly demonstrate superior communication and interpersonal skills in English and Spanish.
- Demonstrated ability to communicate information and ideas orally so others will understand.
- Demonstrated ability to listen to and understand information and ideas presented through spoken words and sentences.
- Demonstrated ability in active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Demonstrated ability to communicating effectively in writing as appropriate for the needs of the audience in both English and Spanish.

Preferred Qualifications

- Demonstrated previous and recent experience (within five years) with INL and INL/A programs.

CRC



- Minimum of five years of experience working in a foreign assistance planning environment
- At least five years of experience with Department of State.
- Demonstrated logistics Management 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