



### **Specialist Advisor in Guatemala City, Guatemala**

CRC is seeking a qualified specialist advisor to act as an Aviation Procurement 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**

- 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. INL-G Deputy Director and/or Senior Aviation Advisor (SAA) will approve before final decision.
- Assist with facilitating the flow of accurate and timely information among stakeholders, the INL Program Offices, and other Embassy and National stakeholders.
- Support program/project officers and designated contractor representatives on all technical matters that arise in the discussions on the development of procurement support aviation operations in Guatemala and the region. Written status is required reporting advances to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA).
- Advise on potential impact of integration on technical requirements, including inspections, testing, inventories and acceptance procedures for training, infrastructure and procurement processes. Schedule interim meetings to review progress and make course corrections and brief advances to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA) is required.
- Based on SME's expertise will recommend approval to INL-G Deputy Director and/or Senior Aviation Advisor (SAA), when required, for deviations from approved plans, schedules, and scopes of work, and based on the status and progress of all parties involved. Advisor will identify discrepancies, draft reports subject to review and approval and maintain reports updated to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA).
- Based on SME's expertise will assist with identifying and recommending solutions or corrective action to resolve any issues that interfere with procurement support to the aviation program and with the completion of projects in support of INL-G programs goals and objectives (in accordance to agree upon terms of reference in any Letter of Agreement or LOA). In those cases where problems cannot be resolved, the incumbent is required to make recommendations, identify discrepancies, draft reports subject to review and approval to INL-G management on appropriate corrective actions.
- Plans, conducts and executes training of all levels of procurement management to



INL-A and international aviation standards. Write ten status reports are required for updating progress to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA).

- Assist on quality assurance; resource forecasting (authorized stock lists, bench stock, serviceable and unserviceable parts and equipment) and support for GOG/INL-G procurement actions. INL-G Deputy Director and/or Senior Aviation Advisor (SAA) will approve before final documents are submitted.
- Liaise GOG and Guatemalan Air Force (GAF) procurement officers and technicians working in three or more sites in the following areas:
- Maintain Air Wing Information System standards in accordance with INL/A standards and transition all data to GOG Maintenance Information Systems when acquired and implemented. Report updates to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA)
- Provide procurement actions to maintain stock levels to support mission capable rates for the assigned aircraft at all operating locations. Progress should be reported to the INL-G Deputy Director and/or Senior Aviation Advisor (SAA). TPC will not have the ability to bid on the programs.
- Draft GOG Procurement Standard Operating Procedures (SOP) INL-G Deputy Director and/or Senior Aviation Advisor (SAA) will approve before final documents are submitted.
- Assist with maintaining requests for funds properly documented and advise on complying with GOG SOP and procurement processes. Advise on requests and purchases based on INL-G Maintenance SME and Senior Aviation Advisor's guidance. TPC will not have the ability to bid on the program.
- Advise on procedures for security of funds, daily cash counts as required and reconcile expenditures with receipts to ensure accurate fund balance. Document expenditures and submit reports to SME, SAA and FIAAT Director for UNESA accounting. INL-G Deputy Director and/or Senior Aviation Advisor (SAA) will approve before final documents are submitted.
- Establishes source of supply, request for quotes, delivery date, and other necessary commitments based upon authorized requisition that maintains consistency with the Program/Requisitioning Unit requirement and compliance with GOG policies and U.S. Federal regulations. TPC will not have the ability to bid on the program. The manager will review and make the final approval.
- Service requestor for purchase order (PO) forms; notify responsible parties of items received to begin formal receiving and payment process. Provides guidance and information to requestor. Includes communication of procurement actions and assistance with special or complex requirements. INL-G Deputy Director and/or Senior Aviation Advisor (SAA) will approve before final documents are submitted.
- Advise requestors regarding procurement actions and assist with special or complex requirements. Reports to Senior Advisor for procurement progress.



- Advise on maintaining procedures to follow-up purchase orders, in order to brief INL-G Deputy Director and/or Senior Aviation Advisor (SAA).
- Assists in the preparation of reports with upper management and customers to comply with various laws, company policies and standard operating procedures.
- Identify competitive suppliers with an evaluation criterion. Establishes proposed bidders list for all subcontracts. Advise on inquiry packages in accordance with execution schedule. Report list to INL-G Deputy Director and/or Senior Aviation Advisor (SAA). TPC will not have the ability to bid on the programs.
- Advise on client solicitations received by company and provides recommendations regarding outsourcing requirements to business management proposal team. Assist verifying proposals meet requirements.
- Advise on monitoring subcontractor performance as a GTM for performance contract service. Advisor will provide input for COR and CO.
- Serves as point of contact and interacts with customers, subcontractors and management regarding contract requirements and issue resolution. Expert must be identified with affiliation tag at meetings.
- May require site visits in support of establishment of new suppliers. Expert must be identified with affiliation tag at meetings.

## Qualifications

- U.S. citizen.
- MRPT clearance required.
- FSI level 4/4 English, FSI level 4/4 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 negotiation skills.
- Demonstrated 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 to communicate 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 bachelor's degree.
- Demonstrated five years of experience working in a foreign assistance planning environment
- Demonstrated ten years of prior experience with Department of State INL/A.

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- Demonstrated procurement Management
- Demonstrated advanced knowledge of program procurement processes, Blanket Purchase Agreements and contracting.
- International Export regulation knowledge and extensive LATAM experience strongly desired.
- Demonstrated knowledge of various computer programs required (ex: Word, Excel, etc.).
- Demonstrated ability to plan, organize and handle multiple tasks independently.

## **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)