

PROJECT MANAGER ASSISTANT DUTIES

70% of Time

Incumbent will drive official vehicles in order to go to local courts and assist judges in the development of virtual hearings and improving security of the courts through INL projects included in the INL El Salvador Country Plan.

The incumbent holds frequent meetings with contacts to develop each project; attends necessary trainings and conferences (in the country and outside); serves as logistics coordinator, and recommends necessary trainings and equipment for each project in order to build the capacity of the justice sector by improving judicial procedures.

Incumbent will be responsible for assisting in the contracting of outsourced goods and services for the projects being implemented. He/she will be coordinating with all personnel hired under grants for the virtual courts project, crime stoppers, and anti-narcotics maritime interdiction, in order to plan and execute them.

ANALYST DUTIES

20% of Time

Incumbent serves as the backup main point of contact for Headquarters, GOES and U.S. agencies in the subject of INL statistics and reporting. Creates and maintains updated office databases by gathering information on areas of concern such as homicides, extortions, trainings, vetting, and more. Creates systems to collect and share information provided by the local government institutions, which is requested on a daily or weekly basis by Headquarters.

ADMINISTRATIVE DUTIES

10 % of Time

Assists in preparing Statements of Work and Specifications for items to be purchased and assists in drafting donation letters as required.

Prepares official correspondence, reports, letters, memorandums and messages as required, in both English and Spanish. Maintains centralized files.

Drafts Diplomatic Notes destined to be reviewed and signed by Embassy high level officials up to the Ambassador.

Assists INL coordinator in preparing itineraries for upcoming events or VIP official visits.

Assists INL coordinator in executing logistic plans for official visits, and for high level meetings with GOES and INL director.

When requested, assists INL logistics supervisor in preparing and delivering donated equipment to GOES agencies.