



UNIVERSAL STRATEGY GROUP, INC.

130 9th Avenue South, Suite 100
Franklin, TN 37064



ILEA PROGRAM ADVISOR

The Advisor works as part of a team responsible for the International Law Enforcement Academy (ILEA) program in support of the ILEA Team Lead, including identifying and following up on program requirements for the smooth running of the ILEA program, including budget, course scheduling, ILEA and implementing agency liaison, and other program management functions.

BACKGROUND

The U.S. Department of State is the lead institution for the conduct of American diplomacy and the Secretary of State is the President's principal foreign policy advisor. The Department of State's mission is to advance U.S. national security interests, fight terrorism, protect U.S. interests abroad, and implement foreign policy initiatives that build a freer, prosperous and secure world.

The Bureau of International Narcotics and Law Enforcement Affairs (INL) keeps Americans safe at home by countering international crime, illegal drugs, and instability abroad. INL helps countries deliver justice and fairness by strengthening their police, courts, and corrections systems. These efforts reduce the amount of crime and illegal drugs reaching U.S. shores.

INL's Office of Knowledge Management (KM), Division of Continuing Education and Training (CET) is responsible for the coordination of all International Law Enforcement Academy (ILEA) training and technical assistance activities, which are largely conducted by USG law enforcement agencies. INL/KM chairs the ILEA interagency Steering Group and serves as a resource on training matters to the Department, various interagency working groups, and a Policy Board consisting of senior representatives from the Department of State, Department of Justice, Department of Homeland Security, and Department of Treasury. The ILEA program manages six regional or global training facilities around the world, with an annual budget of over \$27 million.

DUTIES AND RESPONSIBILITIES

- Advise the ILEA Team Lead on the daily implementation of the ILEA program, to include logistical support (cables, student selection criteria, student travel arrangements, etc.) for ILEA training sessions, prepare papers, correspondence,

reports, and other documents concerning ILEA program issues, and provide general support of the global ILEA program as directed. Undertake activities to support agency planning and provide support to developing policies, including drafting documents and conducting analyses, feasibility studies, and strategy options.

- Establish and maintain professional relationships with office and other INL colleagues, members of USG law enforcement agencies involved in ILEA, and USG personnel assigned to US Embassies that are associated with particular ILEAs.
- Provide program guidance to the team leader as well as federal law enforcement agencies on the administration of ILEA training programs.
- Support monitoring and the implementation and performance of ILEA training being conducted by partner law enforcement agencies. Draft reports as needed. Draft a variety of technical, programmatic, funding, and informational memoranda and letters; assists in the preparation of Congressional testimony or responses to questions, press guidance, audits, and interagency documents in accordance with Department policies and regulations.
- Liaise with the ILEA Steering Group, intra-agency meetings, advising them of stated policy on ILEA issues to include briefings, both written and oral, to senior officials. Provide advice to the ILEA Team Lead for the ILEA Policy Board on recommendations developed by the ILEA Steering Group.
- Assist the ILEA Team Lead on drafting, reviewing and amending procurement requests and task orders as assigned, including performing budget preparation activities, such as workload modeling, fact-finding, efficient statutes, and should-cost analysis.
- Assist in planning and managing ILEA program operational funds in coordination with partner agencies and host nation advisory committees, including drafting interagency agreements with partner agencies for the delivery of training at the ILEAs.
- Maintain currency on criminal justice and law enforcement issues germane to the ILEA program, such as but not limited to trafficking, money laundering, and gender issues.
- Work in a situation that permits or might permit access to confidential business information or other sensitive information (Other than situations covered by the National Industrial Security Program described in FAR 4.402(b)).

- Dissemination of information regarding agency policies or regulations, such as conducting community relations campaigns, or conducting agency training courses.
- Participation in a situation where it might be assumed that participants are agency employees or representatives, such as attending conferences on behalf of an agency.
- Provide assistance to team members on operational issues of assigned programs, serving as formal “back up” officer for other team members as required.

MINIMUM QUALIFICATIONS

- U.S. Citizen
- A Bachelor's Degree from an accredited institution.
- Four to six years' experience in relevant field; Demonstrated knowledge of specific country issues, including specialized knowledge of international narcotics and law enforcement, or similar type programs sufficient to ensure project work is in compliance with management policies and procedures and in conformance with the Foreign Assistance Act and other regulatory procedures and guidelines;
- Proven knowledge of Federal policies and procedures including methods of providing assistance and the Federal budget process;
- Ability to communicate effectively, both orally and in writing, with a wide range of players;
- Demonstrated ability to provide advice, guidance, and consultation with regard to the interpretation and application of analysis;
- Experience drafting US government reports and documents, such as the INCSR, embassy cables, and other documents.

PREFERRED QUALIFICATIONS

- Graduate Degree from an accredited college or university in international law, international relations, political science, criminal justice, economics, history,

sociology, geography, social or cultural anthropology, law, statistics, the humanities, or related field.

- Demonstrated experience in directing, developing and providing oversight for a multi-faceted training or education facility.
- Demonstrated experience with and knowledge of the State Department's foreign assistance process, the structure and hierarchy of U.S. embassies, and familiarity with the interagency law enforcement community.
- Demonstrated experience working and coordinating with other relevant U.S. government agencies (e.g., Departments of Justice and Homeland Security).
- Demonstrated experience developing, implementing, and/or supporting training programs focused on criminal justice sector development, preferably with INL demonstrated superior interpersonal skills.

POSITION LOCATION: The physical work location is INL/KM's office at Columbia Plaza (SA-1), 2401 E Street NW, Washington, DC.

TRAVEL: Travel for this position is authorized.

BENEFITS: Employer offers a highly competitive compensation package for this position, including comprehensive medical insurance, paid time off, federal holidays, and a 401K matching with no vesting period. Employer also provides at, no cost to our employees, 50K in life insurance, short and long-term disability insurance coverage.

SECURITY CLEARANCE: The position requires a Secret security clearance; however, the Advisor may begin work with an Interim Secret security clearance.