



## **UNIVERSAL STRATEGY GROUP, INC.**

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



### **PROGRAM ADVISOR**

The Program Advisor will provide support to the Eurasia Team program officers. This position reports to the Europe and Eurasia Team Leader. INL's Office of Europe and Asia (INL/EA) develops, manages, and oversees USG foreign assistance programs to support comprehensive criminal justice sector capacity development in countries throughout Europe and Asia. The office is comprised of approximately 22 staff members including Foreign Service Officers, Civil Service Officers, a Personal Services Contractor, and TPCs.

### **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.

### **DUTIES AND RESPONSIBILITIES**

- Support and advise the INL/EA Europe and Eurasia Team Leader to enable effective program funding on INL implementing mechanisms for INL Eurasia programs;
- Provide assistance and guidance to INL/EA Europe and Eurasia Team Leader in coordinating and planning aspects of long-range program activities in Europe;
- Utilize subject matter expertise and aid in drafting a variety of technical, programmatic, funding, and informational memoranda and letters; provide input to the Eurasia Team as a subject matter expert regarding Congressional testimony or responses to questions, press guidance, and interagency, bilateral, and multilateral agreements in accordance with Department policies and regulations and relevant legislation;



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- Conduct research and make recommendations to Eurasia Team regarding the management of programs;
- Review and analyze policy and programmatic documents and make recommendations based on findings to Eurasia Team and INL/EA leadership;
- Aid in conducting program reviews and assessments of new and ongoing programs and make recommendations to Eurasia Team and INL/EA leadership based on findings;
- Assist in strategic planning for INL Eurasia programs;
- Aid in reviewing budgets and providing program estimates; evaluate program effectiveness in relation to the funding expended; aid in assessing USG law enforcement and rule of law assistance activities to determine funding requirements and whether funding is warranted and available;
- Work closely with INL/EX budget staff to aid INL/EA Eurasia staff in monitoring financial plan executions as well as assisting in the oversight of budgets, pipeline, and control of funds by appropriation and program;
- Aid in compiling and analyzing program and budget data to assist INL/EA Eurasia Team staff in tracking program execution, financial planning, and analysis;
- Aid in coordinating with INL/EX, in conjunction with INL/EA and INL's overseas offices in Eurasia, on technical requirements for program and procurement-related documentation (e.g., technical specifications, information, and level of detail for statements of work and funding sources);
- Track and monitor implementation documents/mechanisms and obligations/sub-obligations submitted by (or involving) INL/EA Eurasia staff, in coordination with INL/EX, including interagency agreements, bilateral and international organization letter of agreements, grants and contracts, among others;
- Assist in INL/EA Eurasia acquisition planning, to include conducting market research, developing inputs for government cost estimates, and drafting statement of work and other pre-award contract documents;
- Assist in INL/EA acquisition source selection, to include preparing a technical evaluation and other associated documentation, and participating as a technical advisor to a source selection evaluation board or as a non-voting member of source selection evaluation board;



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- Provide assistance to INL/EA Eurasia staff and, as required, INL Eurasia posts overseas on all aspects of program management, financial planning, analysis, spend plans, and execution;
- Work closely with INL/EX on financial reporting and assist INL/EA Eurasia staff in responding to various oversight and auditing entities, including regional bureau assistance coordinators offices, the GAO, OIG, INL/MAPS, and Congressional inquiries; among others;
- Assist INL/EA Eurasia staff with the development, analysis, and execution of programs; and track execution of programs with regard to resource availability and flexibility within country and regional program accounts;
- Support and advise INL/EA Eurasia staff with program funding on contracts, grants, and interagency agreements and transfers to other State bureaus;
- Support INL/EA Eurasia staff with the coordination of programmatic and budgetary justifications and responses to congressional and oversight committees, including OMB, Department, Bureau, and Embassy offices with INL/EX;
- Assist INL/EA Eurasia staff in ensuring that (1) effective internal controls are in place and adhered to in order to protect the integrity of the organization and to prevent waste, fraud, and mismanagement; and (2) resources are allocated efficiently, equitably, and in conformance with established policy and regulations;
- Analyze a large number of financial, program planning, bilateral, and program evaluation documents for standard and ad hoc reports, as needed;
- Provide general administrative and programmatic support to the INL/EA Eurasia Team, including but not limited to assembling briefing books, drafting reports and updates, serving as control officer, and scheduling meetings, among other requirements;
- Work closely with INL Eurasia Team program office staff and U.S. stakeholders at U.S. embassies overseas and other U.S. federal agencies to provide support on implementing agreements policy and procedures;
- Assist INL/EA in developing systems and methods to track program execution within interagency agreements, bilateral and international organization letter of agreements, grants and contracts, among others; support liaison efforts within INL, other government agencies, and non-governmental organizations.



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## **MINIMUM QUALIFICATIONS**

- U.S. Citizenship;
- A Bachelor's degree from an accredited institution;
- A minimum of ten 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**

- A minimum of five (5) years of professional experience related to international criminal justice and law enforcement programs, including U.S. diplomatic initiatives to support capacity building in foreign partner governments.
- A minimum of (5) years of experience with State Department and U.S. interagency coordination.
- Demonstrated significant expert knowledge of U.S. criminal justice and law enforcement policy and programs.



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- Proven knowledge of Federal policies and procedures including methods of providing assistance and the Federal budget process, with an emphasis on foreign assistance budget processes for international criminal justice and law enforcement programs;
- Ability to communicate effectively, both orally and in writing, with a wide range of stakeholders;
- Demonstrated ability to provide advice, guidance, and consultation with regard to the interpretation and application of analysis, particularly on issues relating to international criminal justice and law enforcement affairs.

**POSITION LOCATION:** The physical work location is INL/EA office at State Annex 1, Columbia Plaza, 2401 E St., 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.

**CLEARANCE REQUIREMENT:** A Top Secret security clearance is required for this position; however, the Advisor may begin work with an interim Top Secret clearance.