Mentor (DNA)

**Tracking Code**

3419-183

**Job Description**

The position will mentor to strengthen the capabilities of foreign law enforcement officials working in a Forensic Science Laboratory (FL). A specific focus will be mentoring relevant forensic lab disciplines in the area of DNA collection and analysis that supports major criminal and terrorism investigations. The mentor will conduct an analysis of a forensic science laboratory to determine strengths and deficiencies of the DNA section. The mentor will develop objectives to improve laboratory abilities in processing DNA evidence used in criminal cases and implement processes to achieve those objectives.

The Mentor serves as an operational training and administrative advisor for Office of Antiterrorism Assistance (DS/T/ATA) programs delivered to participant nations. The Mentor is responsible for: developing the subject matter expertise, skills and knowledge of host nation security forces; developing and maintaining sustainment training schedules; monitoring local national instructors; participating in ATA training deliveries; and developing sustainable organizational capabilities to manage units and support the performance of functional duties. Cross-cultural sensitivity is crucial. The Mentor reports to DS/T/ATA in Washington, D.C., and to the Regional Security Officer and/or the Resident Program Manager abroad. Frequent overseas travel including unscheduled, night, weekend, and holiday work may be required. Overseas deployment may involve long and strenuous travel and living under adverse conditions. When deployed overseas, the security situation at the deployment locations may be extremely volatile and the incumbent will be required to use personal protective equipment and exercise special safety precautions.

Assigned to the Regional Security Office or the RPM, provides operational and administrative guidance for DS/T/ATA in-country training programs;

* Mentors and develops host nation instructors in adult learning concepts, curriculum presentations and other critical areas of leadership and instructor development;
* Mentor the development of sustainable organizational capabilities to manage units and support the performance of functional duties;
* Meets with host nation security officials and aids the Regional Security Officer on matters pertaining to the Bureau's counterterrorism efforts; in locations without an ATA Resident Program Manager, regularly briefs the RSO, Ambassador or Deputy Chief of Mission on program developments and sustainment training activities;
* Maintains and manages grant/loan equipment inventories to partner nations and assists the Regional Security Officer with yearly reporting and acquisition requirements;
* Provides guidance and support on operational matters concerning DS/T/ATA training deliveries; as necessary, serves as on-site monitor and provides pre-deployment orientation, preparation, and administrative and support for attendees of training in the US;
* Responsible for developing and leading the delivery of specialized refresher and sustainment training to DS/T/ATA students; training will include basic weapons handling skills, live-fire exercise, mounted/dismounted security patrols, personnel/vehicle screening, counter assault tactics, tactical combat casualty care (TCCC), and other subjects as directed by DS/T/ATA; In locations without an ATA Resident Program Manager, serves as the DS/T/ATA representative and point person in their country of residence for DS/T/ATA issues and operations; at the direction of DS/T/ATA, responds to taskings, gathers information, and prepares appropriate reports;
* Monitors compliance with U.S. and foreign laws, regulations, directives, standards, and policies;
* In certain locations, will play a direct role in security contingency planning, working closely with the RSO, other Embassy agencies and host nation security forces to identify potential security threats to U.S. personnel and help coordinate between RSO and host nation response elements during a crisis at the Embassy;
* Completes a monthly checklist to ensure program management concerns are documented and milestones are being met: Should possess a working knowledge of Embassy operations and administrative support functions;
* May be required to carry a firearm and maintain firearms proficiency to DS standards and drive standard or armored vehicles in a high threat environment overseas.

Please note that pursuant to a government contract, this position requires U.S. Citizenship status.  
May be required to possess or be able to obtain a SECRET Security Clearance.

* Seven (7) years of experience facilitating instructor development to include familiarity with current adult education standards;
* Instructor certification from a recognized local, county, municipal, state, or federal law enforcement institution or military organization;
* Five (5) years of experience interacting on a professional level with foreign nationals;
* Ten (10) years of experience from a recognized local, county, municipal, state, or federal law enforcement institution or military;
* Ten (10) years of experience in one or more of the following fields: Explosive Ordnance Disposal Technician, Academy or Training development, Law Enforcement, Physical Security, Tactical Operations, and Protective Operations;
* Mastery of Federal security laws, regulations, directives, and guidelines, and Department of State security regulations, standards, and policies to provide guidance to security officials at overseas diplomatic posts in ensuring the protection of U.S. personnel, facilities, and information;
* Comprehensive knowledge of overseas post functions, operations, and security environments, especially at high threat posts, to provide advice in determining security needs;
* Expert knowledge of a variety of specialized tactical disciplines to provide mentoring and advice to DS/T/ATA partner nations;
* Must have effective interpersonal skills for interacting with various subject matter experts and-differing levels of US and foreign officialdom (for the latter, cross-cultural sensitivity is crucial), and for exchanging information and coordinating cooperatively with that of others inside and external to DS/T/ATA;
* Ability to interact effectively with individuals at all levels to obtain the cooperation and support necessary to achieve security program objectives;
* Ability to communicate effectively, both orally and in writing, to provide advice and guidance, interpret policies and directives, justify plans and proposals, prepare and present high level briefings, and represent the Bureau and Department in a wide variety of internal and external forums;
* Working knowledge of MS Office applications (e.g., Word, Excel, Access, Outlook)

**Required Skills**

* Bachelor's Degree in Molecular Biology, Genetics, Forensic Sciences, or related field
* Master of Forensic Science (MFS) in Forensic Molecular Biology Degree preferred.
* Minimum of 10 years' experience working in an ISO certified lab that holds American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) certification with directly related experience in operations focused on training.
* Must also have expertise in DNA analysis equipment, instruments and related kits.

**Job Location**

Amman, Jordan

**Position Type**

Full-Time/Regular