

POSITION: ADMINISTRATIVE ASSISTANT – VISITOR SUPPORT UNIT

BASIC FUNCTION OF POSITION

Visitor Support Unit Assistant will work closely with Visitor Coordinator (EFM position) to ensure that VIPs, visitors, TDYers, etc. have a direct contact at Embassy Rangoon. The Visitor Support Unit Assistant will provide support to VIP and other important visitors and delegations, including high level personnel from all government departments and agencies (including "S", Congressional and Staff delegations, etc.) (S)he will report directly to the Visitor Coordinator. The position requires frequent contact with high-level officials in the USG, GOB, as well as executives in the private sector. The incumbent initiates and monitors short and long term planning for VIP and other TDY visits to ensure the most effective use of the Mission's resources. .

MAJOR DUTIES AND RESPONSIBILITIES

- Plans and coordinates support for VIP and TDY visits including: **(60%)**
 - Transportation arrangements/answering queries
 - Hotel reservations
 - Visa Information dissemination/expectations
 - Expeditor services coordination
 - Fund cite confirmations
 - Travel and Travel Order confirmation
 - Tourist activities updates
 - Interpretation services arrangements
 - Airport VIP lounge and tarmac access arrangements
 - Representational events coordination
 - Press conference arrangements
 - Security arrangements
 - Control room set up
- Assisting Control Officers, this position will organize countdown meetings, schedule updates, lodging requests and representational events. Position will advise the Control Officer of any potential conflicts during events. Position will contact supervisor or Control Officer whenever disruptions or unanticipated conflicts regarding visits become known. **10%**
- The position will mobilize inter-office teams, delegate tasks, provide guidance, and solve problems with various

Embassy sections to ensure all logistical needs of TDY & VIP visits are met. **20%**

- The incumbent will maintain a Visitor Bureau Shared Folders and SharePoint, regularly updating information, and saving visit related documents into appropriate folders. **5%**
- The incumbent will maintains multiple Visitor databases to keep track of the numbers of VIP visitors that come to Burma annually, any gifts VIPs receive, etc. **5%**
- Varied work hours and possible weekend hours may be required.