

## **POSITION: AGRICULTURAL SPECIALIST**

### **BASIC FUNCTION OF POSITION**

Performs various professional services in order to acquire a broad range of information related to agricultural commodities, agricultural marketing and agricultural trade of the country and in order to produce analytical reports, to advise office trade policy initiatives and to support office marketing activity.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Major duties.....50%**

- Prepares designated agricultural commodity and situation reports in accordance with the FAS reporting schedule. This involves working independently in collecting and analyzing the data and/or statistics to be incorporated into the reports (monthly reports, annual reports, trip reports and voluntary reports). All reports and statistical tables shall be generated using Government-furnished office equipment.
- Monitor production figures and commodity data as furnished by Government and trade sources, and other relevant publications and provide monthly updates and/or written reports.
- Analyze daily press publications for the geographic areas of agricultural coverage and submit items of interest to designated agricultural official.
- Review communications regarding USDA, other official visitors, and private sector representatives, and based on the purpose of the visit, recommend and appropriate travel itineraries, meeting schedules and coordinate visits.
- Conduct briefings as appropriate on agricultural situations within Burma. Consult with the Burmese Ministry of Agriculture/ Commerce Officials and others to obtain marketing, trade and other agricultural data of interest to USDA and convey information as approved by the Agriculture Officer.
- Develop and maintain contacts with high level officials (Director General, Managing Director, General Manager levels) in the Ministry of Agriculture and Forestry as well as key individuals in the agrarian community such as Rice Millers Association,
- Chambers of Commerce, Rice Millers, Agricultural Extension workers and international organization.

**Field trips and others.....35%**

Undertake field trips to observe local agricultural conditions. Report on significant trends to the Agricultural Affairs office in Bangkok as well as to the American Embassy in Burma. 35%

**Other duties to assist Pol/Econ Section....15%**

Assist Pol/Econ Section unit with translations of agricultural articles for the press summary, providing update information on the agricultural situation and data. 15%