

POSITION: COUNTRY OPERATIONS MANAGER (DoD)

BASIC FUNCTION OF POSITION

Serves as the Defense POW/MIA Accounting Agency (DPAA) Country Operations Manager in Burma, supporting all aspects of DPAA operations in country to locate and return American service members lost in past conflicts in order to provide the fullest possible accounting for our missing personnel to their families and the nation. Under the guidance of DPAA and in close association with the Defense Attaché Office (DAO), performs all operational, logistics, liaison, and administrative functions required to enable DPAA teams to support and carry out proposed activities in Burma. Conducts investigative and research support as directed. Liaises with appropriate national and local government agencies, military departments, and other contacts to obtain the necessary host nation approvals and assistance for DPAA activities. Provides appropriate linguistic expertise (English and Burmese) and translation support to DPAA and the DAO office.

MAJOR DUTIES AND RESPONSIBILITIES

DPAA Operations Management and Planning

(40%)

Serves as the in-country manager for DPAA operations in Burma, under the direction of DPAA Detachment One (Thailand) and DPAA headquarters. Involved in the full life-cycle of DPAA missions, from planning, coordination, execution, and assessment. During the planning phase, provides in-country expertise and perspective to the DPAA mission planning cycle. During mission execution, serves as the principal liaison between the DPAA mission element and the U.S. Embassy, as well as the resident coordinator with Burmese government and other local contacts. Conducts post-mission assessments and provides feedback to DPAA Headquarters for future missions. Provides periodic written reports on the status of DPAA operations in Burma, and updated information on the operating environment as it pertains to DPAA missions (such as political effects, weather effects, etc).

Has responsibility for day-to-day administrative tasks such as the drafting and tracking of official correspondence; file and records management; and office management including tracking and procurement of supplies to support DPAA operations.

Has responsibility for coordinating, facilitating, and tracking all phases and aspects of DPAA mission elements movement into/within/from Burma. This includes the shepherding of visas, personnel and aircraft clearances, host-nation permits, customs and immigrations procedures, equipment importation, and any other required processes.

Has responsibility to attend planning and coordination events at Detachment One (Thailand) or at other locations within the region as directed several times per year or as required for mission execution. On occasional basis, attend planning and coordination events at DPAA headquarters.

Liaison and Government Coordination

(30%)

In coordination with the DAO, serve as the principal DPAA in-country coordinator and liaison with appropriate government and military agencies or departments, primarily but not limited to the Office of the Chief of Military Security Affairs (OCMSA), in order to ensure success for DPAA missions. Job holder will routinely meet and correspond with local, state, and national government officials to set conditions for mission success.

Translate information to and from Burmese government and other entities. Act as interpreter for meetings and missions as required or directed by DPAA or the DAO.

Investigative and Research Support (20%)

Perform field investigative and canvassing functions, per DPAA training, supporting DPAA operations and research and analysis activities. Travel to various locations in Burma to conduct site surveys and field assessments in support of future missions.

Per DPAA training, report all findings and data on a routine basis. These activities may include but are not limited to the following:

- Develop and review new leads for field investigation
- Review information provided by local sources
- Establish and maintain case information notes
- Follow-up on leads, to include leads developed in field
- Conduct interviews and write reports
- Conduct abbreviated site surveys as directed by DPAA and IAW DPAA training

In coordination with DPAA headquarters, prepare excavation decision brief (EDB) materials, to include site sketches and appropriate photos of sites.

Has responsibility to attend training events at Detachment One (Thailand) or at DPAA headquarters as directed.

Logistics Support (10%)

Serve as the in-country coordinator for DPAA logistics requirements, working with DPAA headquarters, Detachment One (Thailand), and the DAO. As directed by DPAA, observes and reports on the execution of DPAA logistics in Burma. Reports on the status and progress of any vendor/contractor efforts underway in country; submit electronic reports as required or requested. Performs preliminary assessments and makes recommendations on potential resources, and advises DPAA and the DAO on any host-nation sensitivities potentially resulting from DPAA contracting efforts.

Perform logistics support functions as directed by DPAA such as:

- Assist and make recommendations on team locations
- Assist in determining suitable lodging
- Assist in procuring vehicles
- Assist procuring other goods and services