

POSITION: ECONOMIC ASSISTANT

BASIC FUNCTION OF POSITION

Collects, maintains, and analyzes information on all aspects of host country's economy from published and unpublished sources, including a broad range of contacts. Researches and prepares economic and other sectors reports. Reports may be generated at own initiative or as requested. Performs designated interpreting, translating, briefing, public diplomacy, advisory, and coordination functions. Serves as back-up to the protocol office.

MAJOR DUTIES AND RESPONSIBILITIES

35%

- Collects and analyzes full spectrum of economic/business information to further Embassy understanding of host-country economic situation and future trends.
- Reviews and analyzes published economic information and information acquired from contacts; communicates findings of interest to supervisor, and as appropriate section chief, orally, or in writing if requested.
- Drafts economic reporting cables in cooperation with senior Economic Specialist and American supervisor. Transmits economic reporting cable to the Department as appropriate.
- Makes independent excursions in and outside capital to collect economic information with approval of supervisor.
- Researches and prepares factual contents of macroeconomic reports, including reports on balance of payments, host government finances, aggregate price inflation, and economic sections of country commercial guide.
- Researches and prepares factual and some analytic contents of reports on leading non-agricultural sectors, including forestry, fishing, energy, finance, remittances, and foreign assistance.
- Assists Economic/Commercial Officer in briefing visiting business people, diplomats, journalists, or scholars on the host government economy or aspects thereof as requested; provides such briefings independently in the supervisor's absence per guidance provided by the supervisor or section chief.
- Stays abreast of PAS economics-related programming and planning; attends economics-related PAS public diplomacy programs; works with PAS staff on economic-related public diplomacy efforts at supervisor's request.
- Stays informed of broad international and domestic economic, political, and business events and trends; stays abreast of major new developments and trends in economic theory and analysis.
- Serves as post's institutional memory concerning the host government economy and USG interests in it.
- Candidly advises supervisor and reviewing officer, making suggestions to prevent or correct errors of omission or commission arising from circumstances unique to the host country, its culture, its government, its economic organization or its economic statistics, in the conduct of post's economic work.

25%

- Interpret for the CDA, DCM, official USG visitors, and others as needed for meetings, speeches, and other events.
- Translate press articles, economic and commercial reports, announcements/statements, and other documents from Burmese into English and from English to Burmese, as required by the Front Office, Public Affairs, and Political/Economic sections.

25%

- Collects and maintains information on all aspects of host country's economy from published and unpublished sources.
- Develops and maintains a broad range of contacts in private sector, academic, donor, and diplomatic communities and in host government at director general level and below; helps economic/commercial officer to do same; attends mission representational functions; accompanies Embassy officers to call on contacts and on field trips as requested; serves as technical interpreter for Embassy officers as requested.
- Continuously searches on-line resources for reports/studies on Burma and adds them to section library and briefs American and LES colleagues on the contents of reports as appropriate.
- Translates economics-related Burmese-language materials into English as requested by supervisor or reviewing officer.
- Attends meetings of local chambers of commerce and tracks developments of those organizations.
- Attends trade shows, exhibitions, technology fairs, and conventions to monitor the state of the private sector as well as foreign inroads into the host country economy.
- Tracks the incidence of Burmese business delegation travel to third-countries and reports on contracts/agreements signed overseas.

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- Performs designated coordination functions.
- Coordinates with post's Protocol Specialist, and performs the basic functions of that position in the Protocol Specialist's absence.
- Works with PD to ensure appropriate coverage of economic topics in daily news summaries.
- Coordinates section outreach and support of American Center programs as requested by PD.