

POSITION: ECONOMIC SPECIALIST

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Collects, maintains, and analyzes information on all aspects of host country's economy from published and unpublished sources, including a broad range of contacts.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 macroeconomic reports and reports on sectors at own initiative or as requested. Performs designated briefing, public diplomacy, advisory, and coordination functions.

MAJOR DUTIES AND RESPONSIBILITIES

1. Analyzes economic information, and researches and prepares ..60%

- Macroeconomic reports, as well as reports on sectors at own initiative or as requested. Performs designated briefing, public diplomacy, and advisory functions.
- 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.
- Creates and maintains spreadsheet databases on consumer and producer prices, monetary aggregates, host government finances, and balance of payments; conducts analyses including regression analyses based on these databases as requested.
- 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.
- As the senior host country national employee in post's economic/commercial unit, 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.

2. Collects and maintains information on all aspects of host country's economy from published and unpublished sources.. 25%

- Develops and maintains a broad range of contacts in business, 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.
- Obtains several periodical host government technical publications, the domestic general press, the domestic and regional business press, domestic and international academic journals, unpublished but publicly available host government studies, and pertinent publications of the IMF, World Bank, Asian Development Bank, UN agencies, and bilateral donors; copies and files press and journal articles on subjects of interest. Ensures subscriptions are current.
- Conducts monthly consumer price survey in capital. Supervises contractor who conducts monthly consumer price survey outside the capital.
- Translates economics-related Burmese-language materials into English as requested by supervisor or reviewing officer.

3. Performs designated coordination functions... 15%

- Provides part time assistance and guidance to post's Political/Economic Assistant as requested by supervisor, and serves as Political/Economic Assistant in the latter's absence.
- Coordinates with post's USFAS Agricultural Specialist, and performs the basic functions of that position in the Agricultural Specialist's absence.