

**POSITION: Protocol Clerk**

**BASIC FUNCTION OF POSITION**

The Protocol Clerk is responsible for maintaining the computerized directories on the Rangoon Intranet site, updating the Embassy's Contact Database and the computerized index for outgoing diplomatic notes including maintaining and retiring diplomatic notes and other documents in a timely manner, and will work with the Protocol Assistant on arranging protocol and representational events hosted by the Ambassador and Deputy Chief of Mission (DCM) including printing and sending out invitations, creating guest lists and tracking RSVPs. The Protocol Clerk will assist the Protocol Assistant with other projects as required and will serve as the Protocol Assistant's back-up during his/her absence.

**MAJOR DUTIES AND RESPONSIBILITIES**

**A. Maintains computerized directories on Rangoon Intranet for Embassy internal use..30%**

- o Government Offices, Government Committees, Hluttaw Offices, Hluttaw Committees by keeping track of the never-ending updates; Diplomatic List published bi-annually by the Ministry of Foreign Affairs
- o Continually updates the Embassy's Contact Database so it is always ready to be used.
- o Assist the Protocol Assistant in arranging protocol and representational events hosted by the Ambassador and the Deputy Chief of Mission, including printing and sending invitations, creating guest lists and maintaining RSVPs.

**B. July 4<sup>th</sup> event..30%**

- o Breaks down the master guest list to be distributed to other sections for updates
- o Updates the EXEC section invitees list
- o Gathers and compiles all Embassy sections updated lists of invitees
- o Prints invitations and labels
- o Works with the courier service to deliver invitations
- o Makes follow-up phone calls for RSVPs for EXEC Section invitees
- o Collects RSVPs from other sections and compiles the master RSVPs list

- o Works with IRM to upload final invitee list onto the reception RSVP laptop
- o Works at the reception by using the RSVP laptop to confirm invitations for those guests who do not bring their invitations
- o Ensures a smooth flow of guests arriving at the EMR gate
- o Informs the Protocol Assistant of the Government of Burma Chief Guest arrival at the EMR gate
- o Informs the Protocol Assistant of arrival of host country press at the EMR gate

**C. Representational events at EMR and DCMR (receptions, luncheons, dinners, roundtable discussions, breakfasts, teas)...15%**

- o Prepares the guest list
- o Prints invitations and labels and arranges with courier service to deliver invitations or e-mails invitations to invitees
- o Follow-up with phone calls on RSVPs, dietary restrictions and vehicle information
- o Makes final attendee list with complete information
- o Makes name cards for sit-down luncheons, dinners and roundtable discussion

**D. Performs duties/assistance as required under the supervision of the Protocol Assistant...20%**

- o Assists the Protocol Assistant in administrative support duties such as drafting diplomatic notes
- o Assists the Front Office in accepting/regretting invitations for the Ambassador and Deputy Chief of Mission
- o Maintains the list of National Days of Diplomatic Missions and arranges to send flowers
- o Updates the EXEC section Gratuities List annually

**E. Maintain filing system of the section 5%**

- o Maintains a good filing system for the Protocol Section and keeps the chronological files of diplomatic notes in order for a smooth process for records retirement.
  - Arranges files in order
  - Fills out DS-693 form
  - Orders retirement boxes
  - Works with IRM to have boxes sent to the Records Service Center, Department of State

- o Ensures that Embassy sections store copies of diplomatic notes in PDF format in the Dip Note Archive System therefore creating a centralized file for the entire mission.