

POSITION: POLITICAL ASSISTANT

BASIC FUNCTION OF POSITION

Reporting and analysis of political and social developments in Burma. Provides written and oral briefs as requested. Develops and maintains wide range of contacts across all sectors of society. Acts as interpreter and translator. Develops substantive programs for in-country travel by Embassy staff and visiting U.S. officials. Accompanies senior mission personnel and department officials on field trips and reports on observations and conditions throughout the country.

MAJOR DUTIES AND RESPONSIBILITIES

Assists in reporting and analysis of political and social developments in Burma and in biographic reporting. Works independently, drawing on personal contacts at all levels of government and society as well as the daily press and other published material. Reports are completed in English for presentation in final written or oral form, or both. Briefs Embassy officers on the cultural/historical background to current political and social developments. Maintains continuing liaison with Burmese nationals in all relevant fields for the purpose of eliciting opinions on current issues and making informed projections about future developments....65%

Accompanies mission personnel and Department officials on field trips to various parts of Burma and reports on observations and conditions during field trips. Facilitates access, makes introductions and arranges representational functions involving host country officials both in Rangoon and on field trips. Acts as interpreter. Travels alone as required to obtain first-hand information on political, social and economic conditions. Arranges meetings with a range of Burmese contacts for the Chief of Mission, DCM, other Embassy employees, and visiting officials including State Department official visitors and Congressional delegations.....25%

Translates Burmese language documents into English and English language documents into Burmese as needed....10%