

## **POSITION: POLITICAL ASSISTANT (CSO)**

### **BASIC FUNCTION OF POSITION**

Reporting and analysis of political developments in Burma. Develops and maintains wide range of contacts across all sectors of society. Acts as interpreter and translator. Accompanies senior mission personnel and department officials on field trips and reports on observations and conditions throughout the country.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Reporting and analysis of political and conflict-related developments in Burma with respect to the upcoming 2015 elections, as well as making policy recommendations to Embassy Rangoon leadership. Works independently, drawing on personal contacts at all levels of society as well as the daily press and other published material. Completes reports in English for presentation in final written or oral form, or both. Briefs Embassy officers on the cultural/historical background to current political events and parties, tracks and provides analysis of legislation and parliamentary developments, and gathers information and provides analysis on issues such as ethnic violence, peace process, and 2015 elections. Provides spot reporting and informs officers of breaking news. 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. **(70%)**
- Accompanies senior mission personnel and Department officials on field trips throughout the country and reports on observations and conditions. Facilitates access, makes introductions and arranges representational functions involving host country officials both in Rangoon and on field trips. Acts as interpreter. Arranges meetings with the broadest possible range of Burmese contacts for the Ambassador, Deputy Chief of Mission, and other Embassy employees as well as for visiting VIPs including a wide range of United States government officials. **(15%)**
- Translates items of interest to the P/E and other sections, including government regulations, political speeches, newspaper stories, and editorials. Acts as an interpreter for Executive Office and for P/E section officers, as required, at public speeches and other political dealings with non-English speaking Burmese political figures and activists. **(5%)**
- Maintains political reference files for section, including databases of all GOB officials, key members of opposition parties, and all political parties. Prepares biographic reports on important political leaders and figures. **(10%)**