

## **POSITION: POLITICAL SPECIALIST**

### **BASIC FUNCTION OF POSITION**

Assists in reporting and analysis of political and social developments in Burma. Provides written and oral briefs as requested. Develops substantive programs for Embassy travel within country and for visits by senior U.S. officials, to include consulting with contacts, providing recommendations, and briefing the traveling party. Accompanies senior mission personnel and department officials on field trips and reports on observations and conditions during field trips. Facilitates access and makes introduction to host country nationals both in Rangoon and on field trips. Acts as interpreter for official meetings and translates important documents. Develops and maintains contacts nationwide.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Assists in reporting and analysis of political and social developments in Burma. 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 senior 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 the broadest possible range of Burmese contacts for the Chief of Mission, DCM, other Embassy employees, and visiting VIPs including State Department official visitors and Congressional delegations.....**25%**

Job holder is responsible for translating various published and unpublished Burmese language documents for the Chief of Mission and DCM as well as the Political Economic section and other sections of the Embassy. Also responsible as needed to translate English language documents into Burmese....**10%**