

## **POSITION: POLITICAL SPECIALIST (NATIONAL RECONCILIATION AND HUMANITARIAN MINE ACTION)**

### **BASIC FUNCTION OF POSITION**

The incumbent monitors and reports on political and national reconciliation dynamics in Burma and the region as directed and provides oversight and analysis of the 1207 Funded Landmine Program. The incumbent is responsible for program oversight, advisory services, liaison requirements, and program assessment which include data collection, monitoring and evaluation, analysis, and research. The incumbent will conduct research and write cables and reports on topics related to national reconciliation and liaise with political officials and armed group leaders. Extensive travel throughout Burma is required as well as interpretation support for the P/E section.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. The job holder monitors and reports on political and conflict dynamics in Burma and the region as directed and assists with oversight and analysis of the 1007 funded Landmine Program. He/she researches, analyzes and drafts reports and cables on the political and national reconciliation dynamics in Burma which requires meeting with political party and armed group leadership, daily reading of local news, and outreach to relevant organizations and international partners. 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 and assists in the drafting of cables. The job holder tracks on-going conflict events across 11 different armed groups in 7 different states and analyze for trends. The job holder will be asked to use their contacts and visits to outlying states and analyze for trends. The job holder will be asked to use their contacts and visits to outlying states to research specific events and trends in order to support U.S. officers reporting back to Washington DC. This may require he/she to draft a cable that is then reviewed by the U.S. officer. The job holder monitors and evaluate 1207 programs on a quarterly basis by reviewing quarterly reports, making contact with local officials to independently assesses effectiveness and impact. In addition he/she oversees the execution of workshops and conferences to ensure CSO operational funds are utilized for their intended purpose and effectively.

**35%**
2. The job holder travels to remote regions of Burma to meet with Burmese officials, civil society, armed groups, political parties, and international organizations. He/she assists with meeting arrangements prior to travel and provide translation and interpretation support. The job holder uses their contacts or coordinates with other FSNs in the section to arrange meetings

for visits to outlying states. He/she supports both CSO officers in the P/E section during travels to outlying states. These trips are a key time to conduct research in ceasefire states. The job holder may spend 7-10 days per month traveling outside or Yangon. These visits are considered times for first hand research, reports will be written while traveling, and information learned from interacting with locals will inform strategic planning. He/she is required to translate and interpret throughout travels, as well as translate documents upon returning to Yangon. The purpose of the travel is to extend the reach of the U.S. Embassy, increase returning to Yangon. The purpose of the travel is to extend the reach of the U.S. Embassy, increase access to conflict areas and ceasefire zones, expand contacts fro the CSO officer and FSN, and gain first-hand knowledge of events on the ground. The desired impact is refinement of strategic plans, enhance reporting back to Washington, and oversee implementation of projects. **35%**

1. The job holder carries out strategic planning and framework development for the Landmine Program which requires knowledge of civil society, international partners, and host government offices involved with landmines. The job holder joins American staff during strategy discussions to determine the best way to use USG funds and develop next steps. He/she needs to understand how the various civil society groups, international partners, and host government officials can support the overall USG goal of building trust between parties to the conflict through landmine action. Plans will be revisited on a monthly basis to ensure it fits within the scope of the program and to identify areas where engagement by U.S. officers or the job holder could result in a positive impact. These strategic plannign sessions will also impact how CSO utilizes its operational funds it has set aside to support conflict mitigation in Burma. **15%**
3. The job holder needs to back fill positions when other FSNs are out of the office or require assistance. This may require political or economic analysis, projects directed by the Ambassador or DCM, such as translations support or real time analysis of current events. The job holder must remain flexible to the needs of the Embassy as high level visits from Washington often change priorities, such as, President Obama's visit, Secretary Clinton, or Administrator Raj Shah. During these key events, people are often tasked with various support duties outside their scope of work. **15%**