

POSITION: Protocol Assistant

BASIC FUNCTION OF POSITION

The Protocol Assistant is responsible for scheduling meetings with host country high-level officials for the Front Office, Pol/Econ Office and high-level United States delegations. Oversees the printing and distribution of invitations and following up on RSVPs, by Protocol Clerk, for Diplomatic Corps briefings, Front Office roundtable discussions and representational events hosted by the Ambassador and/or Deputy Chief of Mission (DCM). Oversees the Protocol Clerk on the maintenance of the Embassy's Contact Database for various events. Updates the contact lists for the Rangoon Post Duty Officer Binder and the Rangoon Post Profile. Translates incoming Burmese documents for the Ambassador and DCM. Serves as the Embassy's institutional knowledge of the host government bureaucracy. Supervises the Protocol Clerk.

MAJOR DUTIES AND RESPONSIBILITIES

A. Meetings: 55%

- Serves as the Embassy's institutional memory of host country bureaucracy.
- Sets up meetings with high-level host country officials for the Ambassador, DCM, Pol/Econ Officers and U.S. delegations.
- Sets up meetings for high-level U.S. delegations and high-level Burmese delegations while both parties are attending conferences or summits in a third country.
- Primary contact when setting up meetings and courtesy calls by the Ambassador, DCM and visiting U.S. delegations with other diplomatic missions, United Nations (U.N.) Agencies and Non-Governmental Organizations (NGOs).

B. Drafting/Preparing Correspondence: 15%

- Prepares diplomatic notes and correspondence in regards to departure from and return to Post of Ambassador and DCM.
- Prepares diplomatic notes requesting meetings with Government of Burma (GOB) officials for the Ambassador, Deputy Chief of Mission, Pol/Econ Officers and visiting U.S. government high level visitors.
- Translates incoming Burmese correspondence that is addressed to the Ambassador and DCM.

C. Briefings: 5%

- Arranges Diplomatic Corps briefings and Roundtable discussions on special issues:
- Sends out e-mail or printed invitations to Diplomatic Corps and U.N. Agencies.
- Tracks RSVPs and creates a final invitee/attendance list for Regional Security Office (RSO).
- Identifies VIP vehicles for entrance into the Embassy compound.

D. Representational Events: 10%

D.1. July 4th Reception The Protocol Assistant is responsible for arranging protocol and representational events hosted by the Ambassador and/or DCM.

- Sends out the guest list breakdowns to Embassy sections to be updated.
- Ensures that the sections return their updated list to the Protocol Clerk.
- Forwards the updated master guest list, that the Protocol Clerk has compiled, to the Front Office for review and approval.
- Makes sure invitation stock and labels are on hand and oversees the sending out of invitations.
- Prepares diplomatic notes to the Ministry of Foreign Affairs (MOFA) and circular notes to diplomatic missions and U.N. Agencies.
- Follows up with MOFA on attendance of GOB senior level official and informs the Front Office.
- Checks with MOFA on presence of official press and informs the Front Office, RSO and Public Affairs Section (PAS)
- Identifies and greets GOB Chief Guest and other senior level officials and escorts them into the reception.
- Escorts the GOB Chief Guest to the staging area for the reception ceremony.
- Escorts the GOB Chief Guest, other senior government officials, diplomatic missions and U.N. Agencies upon their departure.
- Prepares "Thank You Notes" to GOB and those missions who sent flowers to the event.

D.2 Events at EMR and DCR (receptions, luncheons, dinners, roundtable discussions, breakfasts, teas)

- Oversees preparation of guest list.
- Oversees the sending out of invitations to invitees in a timely manner.
- Oversees the completion of the final guest list with names and titles of attendees, dietary restrictions and vehicle information.
- Oversees that name cards are prepared for sit-down luncheons, dinners, roundtable discussions, breakfasts and teas.

E. Maintaining Computerized Contact Lists: 5%

- Maintains a point of contact list for GOB Offices and Parliament.
- Maintains a list of Heads of Diplomatic Missions & U.N. Agencies for the Ambassador's Office.
- Maintains a list of Deputy Heads of Diplomatic Missions & U.N. Agencies for the DCM.
- Updates the Emergency Contact List for the Rangoon Post Duty Officer Binder.
- Updates the MOFA contact list for the Post Duty Officer binder.
- Updates the Rangoon Post Profile (US Department of State, Bureau of Administration, EAP Bureau, Rangoon Post Profile, Heads of Government).
- Oversees that the Contact Database is updated.
- Oversees the shipping off of retired records by the Protocol Clerk.

F. Supervises Protocol Clerk: 10%