

**POSITION: SECRETARY**

**BASIC FUNCTION OF POSITION**

Serves as secretary to the Public Affairs Officer, providing clerical, administrative, protocol, program and personnel assistance in support of the Public Affairs Section and Mission's goals and objectives. The section consists of two American positions (PAO and APAO), 9 direct hire FSN positions, and 11 personnel Services Agreements positions and five contract Americans.

**MAJOR DUTIES AND RESPONSIBILITIES**

As Secretary and executive assistant to the Public Affairs Section, provides clerical, administrative, protocol, and program support in meeting Public Affairs Section (PAS) objectives under the Mission Performance Plan (MPP). Prepares official correspondence for the PAO by other PAS staff. Maintains the PAO's files and central record files for the office and distributes relevant correspondence to other PAS sections. Assists in the management of the PAS, monitoring and coordinating tasks assigned by the PAO and ensuring that action is carried out properly. Advises the PAO and APAO on protocol matters and on developments affecting the PAS's program environment, and assists in organizing representational events and American Center programs. Prepares schedules and makes travel and hotel arrangements for the PAO and official visitors. Maintains current and accurate employee personnel files and ensures that needed personnel actions are completed properly and on time.

**Administrative Support Duties ----- 50%**

- Prepares in final version a wide variety of correspondence of a repetitive and non-repetitive nature-including cables, letters, memos, diplomatic notes, and reroutes for the PAO or other PAS elements at the PAO's request. Drafts correspondence for the PAO as requested. Oversees the preparation of correspondence by other PAS staff, advising on proper format and style and ensuring uniformly high standards.
- Assists in organizing representational events at the PAO's and APAO's residences; advises the PAO and APAO on and prepares representational function guest lists and invitations, and follows-up with invitees. Attends Mission and PAS representational functions and assists with protocol and contact work.
- Helps program staff organize and host American Center programs, setting up programs, greeting and assisting guests, performing introductions, and participating in discussions with guests in order to stay informed about developments affecting the program environment.
- Organizes and maintains the central record files for PAS and the PAO in accordance with State Department regulations.
- Conveys the PAO's instructions and directives to the PAS staff, and tracks and coordinates action to ensure proper and timely responses. Acts as note taker during PAS staff meetings, preparing meeting agendas, and monitoring and reporting to the PAO on the follow-up to decisions and assignments.
- Makes appointments for the PAO with high-ranking Burmese government officials; organizes background/briefing materials for the PAO prior to meetings. Maintains the PAO's calendar and schedules appointments and meetings. Schedules transportation on PAO's behalf, including pick-up and delivery of program or other official materials.

- Makes travel arrangements for the PAO and APAO for in country and international official travel and for official visitors where necessary requesting assistance from and coordinating with the Embassy Travel Section. Prepares necessary diplomatic notes, makes or confirms hotel accommodations, makes official appointments and prepares schedules and itineraries. Prepares welcome kits for official visitors. Coordinates with the Embassy Administrative Section for travel orders, ticketing, and travel cost accounting and disbursing.
- Operates the PAS fax machine, transmitting, receiving, distributing, and maintaining files of all messages. Also, audits all telephone and fax bills to ensure charges are correct and to identify non-official personal telecommunication charges.
- Maintains personnel files, including current position descriptions and evaluations, of FSN and PSA employees. Acts as liaison with the Embassy Personnel Office to ensure that position descriptions are kept current and accurate, that supervisors complete evaluations in a timely manner, and that all personnel action documents are acted upon and recorded in PAS files.

**Program and Protocol Support Duties: -----25%**

- Advises the PAO and APAO on protocol matters and on developments affecting the program environment.
- Maintains contacts with a wide range of DRS audience members in order to carry out protocol and program duties in support of the Public Diplomacy objectives of the Mission Performance Plan.

**Clerical Support Duties: -----25%**

- Receives and makes telephone calls on the PAO's behalf and relays information as appropriate.
- Receives incoming and outgoing correspondence and determines appropriate priority, action and distribution.
- Maintains stock of office supplies for the PAO, APAO, and senior program staff.