

#### Protocol Duties and Responsibilities: 85%

The incumbent manages all incoming correspondence addressed to the Chief of Mission or DCM as well as the US Embassy at large, including invitations, information and requests. In regards to invitations, the incumbent must log in all necessary information and present a recommendation for the Ambassador or DCM taking into consideration the importance of the event and the level of the inviting party. When necessary, the incumbent must present recommendations as to what office would be well suited to handle that event and maximize the interest of the US Government in El Salvador and maintaining solid relationships with the host country government and civil society. In regards to information or requests, the incumbent is required to read each piece of correspondence, keep a log, write up a brief synopsis and recommend a path for it to inform the USG offices and maximize its impact/effectiveness.

In coordination with the AMB's Office Management Specialist (OMS) and DCM's OMS, takes and screens a large number of incoming calls. Provides information to the caller and/or refers calls to the appropriate offices.

Meets and escorts to the classified area visitors to the Ambassador and DCM.

Prepares invitations and guest lists for events hosted by the Chief of Mission or DCM, as well as receives acceptances and regrets for said functions. Must coordinate with the Regional Security Office, amongst others, for guest access into the compound and general logistics for events and meetings taking place on compound grounds.

The incumbent must be proficient in drafting diplomatic notes for transmission to Salvadoran government offices in accordance with specifications provided by the Front Office. He/She writes the congratulatory and thank you letters and other official correspondence for the Ambassador and DCM. He/She arranges meetings, places phone calls and communicates with the various Salvadoran ministries. Maintains lists of officials in the Salvadoran Government, International Organizations and the Diplomatic Community. Also continuously updates the Contact Database lists of the Ambassador's and DCM's contacts.

Assists with the planning for United State's Government high level visits.

Participates extensively in the planning and execution of special projects such as the 4th of July Reception, end of the year Post Gratuity Program and others.

#### Contact Database: 10%

Manages the contact database for the Protocol Section.

#### Interpretation: 5%

The incumbent will provide interpretation to several different agencies and sections within the Embassy as requested.

