

13. BASIC FUNCTION OF POSITION

Incumbent is one of two locally engaged employees in the Political/Economic Section and has responsibility for providing research and analysis on political, foreign affairs, and social issues of interest to the Mission and building and maintaining external relationships. The incumbent assists in the drafting of biographic reports, speeches, and social media posts and serves as backup and support to the Economics Assistant which requires economic analysis and reporting skills.

14. MAJOR DUTIES AND RESPONSIBILITIES

a) Analysis and Reporting

60%

- Provides research and analysis on domestic political and social issues of interest to the Mission, including Maori political, economic and social issues. The incumbent is expected to evaluate and identify basic political trends, pressing issues, and the NZ perspective.
- Monitors political developments in New Zealand that are relevant to U.S. interests through interactions with contacts (see below) and via key media, including print, television and the Internet. This involves reviewing the daily press, periodicals, and other publications to determine which items should be merely checked and which summarized. Draft reporting cables on domestic political issues of interest to the U.S. Government.
- Pursuant to specific instructions, prepares drafts of reports on selected topics and issues impacting the bilateral relationship (e.g., legislation in Parliament relevant to U.S. interests) and foreign policy issues impacting regional relations (e.g. New Zealand policy toward Australia, Samoa).
- On a daily basis the incumbent will prepare one paragraph “end-of-day” reports on trends and breaking news to inform policy makers in Washington.
- Personally brief the Ambassador, Deputy Chief of Mission, Political-Economic Counselor and other Embassy staff on New Zealand political developments and issues relevant to U.S. interests.
- As directed by the Political-Economic Counselor, incumbent will represent the Embassy at meetings, seminars, lectures by opinion leaders, and provide summaries and analysis of key points of such events (e.g., university seminar on New Zealand foreign policy issues).
- The incumbent is required to draft speeches for Embassy officers and will seek and facilitate speaking opportunities for the Ambassador and Embassy Staff.
- Contributes to the Mission’s social media program via Twitter contributions and generating blog posts for the Ambassador.

b) Contacts **20%**

- Incumbent must be able develop and maintain relationships with parliamentary staff, political party officials, officials in a variety of ministries, think tanks, NGOs, academic institutions, the media, and the private sector. Also help to identify future leaders in New Zealand.
- Develop and maintain the Mission's biography database. This includes preparing biographic reports on important political, economic, and business leaders and figures; utilizing publically available sources.
- Administers and updates Pol/Econ's unclassified contact information, biographical holdings and maps. Maintains political reference files and upon request obtains information for the use of U.S. Officers, including abstracting, summarizing, and compiling, and arranging material for effective use.
- Plan, coordinate, and participate in, where appropriate, portfolio-related Mission events, including dinners, meetings, and receptions with key contacts.

c) General **20%**

- Acts as Embassy Action officer for vessel clearances.
- Maintains a calendar of political events in New Zealand.
- Makes appointments and arranges events, including representational functions, for visiting USG officials, Congressional Delegations (CODELs), and Pol/Econ officers. Provides ad hoc support to official visitors and CODELs, including providing briefings as needed. Acts as an escort for Embassy officers and visiting officials and provide related logistical support services.
- Attends and provides support at representational events, for example dinners, receptions, and conferences.
- Provide additional duties as needed during Pol-Econ staffing transition periods, including extra representational activities and increased reporting workload.
- Drafts routine correspondence upon request for the Embassy, Executive Office and POL/ECON.
- Procures official publications as required.
- Provide administrative support as directed and other duties as assigned.
- Help coordinate and supervise a local student intern.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- (a) **Education:** Minimum of a University Degree in Political Science, Law, International Relations, Social Sciences, Journalism, business, economics, history, or Security Studies is required.
- (b) **Experience:** At least four years progressively responsible experience in foreign policy, politics, social science research, statistical analysis or other closely related field. Familiarity with New Zealand and U.S. political, economic, social and cultural issues. Experience in drafting memos, policy/research papers etc.
- (c) **Post Entry Training:** On-the-job training in U.S. reporting requirements. Following a probationary period training in the United States will be available.
- (d) **Language:** Level IV (fluent) in English required.
- (e) **Knowledge:** A thorough knowledge of New Zealand's political, economic, social structures, mass media, key political and thought leaders, and institutions. A good understanding of political/economic reporting requirements and understanding of the general format for report writing on political/economic/social developments.
- (f) **Skills & Abilities:** Ability to independently research, develop, organize and analyze statistical data, determine trends and present such data in a precise and accurate form (verbal and written). Excellent written and oral communication skills, especially with writing speeches. Good typing and PC skills.

16. POSITION ELEMENTS

- (a) **Supervision Received:** Works under the direct supervision of the Pol/Econ Counselor.
- (b) **Supervision Exercised:** Jointly supervises the work of a local student intern.
- (c) **Available Guidelines:** Department of State Foreign Affairs Manuals and Handbooks including the Mission directives and the Mission Performance Plan.
- (d) **Exercise of Judgment:** Independent judgment in researching and completing assigned projects.
- (e) **Authority to Make Commitments:** None.
- (f) **Nature, Level & Purpose of Contacts:** Either on behalf of Pol/Econ Counselor or independently, incumbent is expected to develop & maintain mid-level personal contacts in key institutions in the international, political, academic and economic fields to ensure effective programming. Incumbent is expected to identify appropriate senior-level contacts for Mission leadership to engage. Existing connections within Parliament and the Government of New Zealand are highly desired.
- (g) **Time Required to Reach Full Performance Level:** One year.