

Baghdad-2021-003 & 003S Senior Cultural Affairs Assistant Major Duties and Responsibilities
% of Time

Cultural Heritage/Preservation Policy Engagement
40%

The incumbent manages cultural and cultural heritage programs and grants. Acts as the Senior Cultural Heritage Specialist and leads the U.S. mission's efforts to support cultural programs and USG cultural heritage preservation efforts in Iraq. Under the direction of the Cultural Affairs Officer, is responsible for formulating and recommending Iraq-wide policy and procedures to promote U.S. Cultural interests and Cultural Heritage Policy. Develops, proposes and manages programs that meet mission goals and community needs in culture and cultural heritage. Incumbent liaises with senior Iraqi officials at the Ministry of Culture and the State Board of Antiquities and Heritage. S/he advises the CAO and PAO on grants and other programs to support the preservation of Iraq's cultural patrimony such as the Future of Babylon Project, training for Iraqi cultural preservation practitioners at the U.S.-supported Iraq Institute for the Conservation of Antiquities and Heritage (IICAH), and U.S. activities that advance international efforts to assist in the recovery of smuggled and stolen Iraqi artifact. Advises the CAO and PAO on public events to highlight U.S. support for the preservation of Iraq's cultural heritage.

Manage U.S. Federal Assistance
30%

Serves as the Grant Officer's Representative (GOR) for Cultural Heritage programs, American Corners program and Visiting American Professionals (VAP) program, managing the work of the U.S.-based implementing partners. Provides guidance and feedback to meet grant objectives, and assist in organizing national cultural heritage, American Corners, and quarterly events. Serves on grant selection committee. Makes decisions on grant opportunities and partnerships, American Corners, cultural/ cultural heritage programs/projects. Is responsible for the programmatic and/or technical aspects of the federal assistance award announcement, review, and selection of recipient prior to the award. If not delegated the GOR, works with the GO and GOR to help the recipient achieve the award's stated objectives. Provides evaluation of project performance to ensure compliance with the assistance award terms and conditions. Provides assistance to the award recipient in problem identification and resolution. With prior notification of the GO, ensures that the evaluation of progress or problems is conducted through visits to the recipient's place(s) of performance. Serves as liaison between the implementing partners and Iraqi ministries, institutions and provincial governments, Bureau of Educational and Cultural Affairs (ECA), Cultural Heritage Center CHC, Alumni Affairs Office, and the U.S. Embassy.

Cultural & Educational Programming
20%

The Senior Cultural Affairs Assistant (SCAA) is the lead LES for the design and implementation of a range of U.S.-supported cultural and educational programming, including performing arts, youth and sports, entrepreneurship, tolerance and inclusiveness, education, creative writing, and the rehabilitation of Iraqi museums and heritage sites. This includes working with the CAO and the PAO to advise and plan program themes for both in-person and digital programs that advance Mission goals and reach target audiences, including youth, women, and marginalized populations. For visiting U.S. speakers, artists and educators, the CAA manages all logistics of their Iraq programming from budget development, book performance/speaking venues, accommodations, travel, and reporting. S/he is responsible for ensuring that programs approved by the CAO or PAO are successfully executed as planned in terms of logistics, impact, target audiences, and program theme. Coordinates with partners at

Government of Iraq (GOI) ministries, Baghdad municipality, universities, Iraqi cultural institutions such as the National Museum, and NGOs to provide venues and participants for Embassy cultural and educational programs. Conducts pre-departure briefings for Iraqis traveling to the U.S. for educational and exchange programs related to culture and education. Drafts reports on program outcomes for the CAO to clear.

**Supervises And Backs Up Cultural Affairs Assistant For Outreach
10%**

The SCAA supervises the LES 8 Cultural Affairs Assistant for Outreach (#A70203) responsible for managing Iraq's nine American Corners and the VAP, responding to information requests from the general public, and distributing and maintaining inventory of PAS books, publications, and promotional materials. The SCAA ensures that the Cultural Affairs Assistant works with Corners staff to develop a schedule of yearly events on topics that help advance Mission goals and reach target audiences. SCAA works closely with the Cultural Affairs Assistant and the CAO to develop and approve yearly themes of for the American Corners and the U.S. speaker program for either face-to-face events or through Digital Video Conferences, webinars, Skype calls, etc.