Baghdad-2021-004& 004S Political Assistant **Major Duties and Responsibilities**
_____% of Time

Participates in meetings between American colleagues and Iraqi contacts as a subject matter expert; assists with interpretation from Arabic to English and vice versa and drafts notes from the meetings. 40%

Develops and maintains contacts within the GoI and other Iraqi organizations to help Political Officers gather and analyze information about local, regional, and national political developments. 20%

Uses a variety of published and unpublished sources to prepare reports identifying and analyzing local and regional political developments, and advising Political Section staff and leadership on potential responses. 25%

Assists in arranging meetings for Political Section staff and leadership, and schedules for visiting USG officials. Also assists at representational events. Translates Arabic documents/media reports into English. 15%