



**External Publication of Job Posting**

**50273148**

**Job Posting Title**

PROTOCOL ASSISTANT

**Start Date**

31.07.2017

**End Date**

01.09.2017

**Reference Code**

PAGSA5\_3

**Job Title**

PROTOCOL ASSISTANT

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts. The Commission of the African Union invites applicants who are citizens of Member States for the following position:

**Department**

Job title: Protocol Assistant  
Post level: GSA5 (Step 1)  
Supervisor: Protocol Officer  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

**Project**

Under the overall supervision of the Chief of Protocol Services, the Protocol Assistant will be directly supervised by one of the four (4) Protocol Officers in-charge of: Ceremonies, Conferences and Events; Diplomatic Privileges and Immunities; Airport and Consular Services; and Customs and Immigration while giving support to all of these functions.

## **Tasks**

### 1. Main duties and responsibilities:

The duties and responsibilities of the Protocol Assistant will include the following:

#### (a) Ceremonies, Conferences and Events

- Welcomes and presents VIPs/Guests to Elected Officials;
- Welcomes and ushers guests during official functions, meetings/conferences;
- Prepares conference halls and service meetings/conferences and perform accreditation duties;
- Maintains lists of all PRC Committee Members set up by the AU and prepare Committee meeting rooms;
- Ensures the nameplates for AU Member States and Organizations are sufficiently available and kept in order;
- Follows-up the printing of nameplates, invitation cards, conference badges and registration forms frequently used by the Directorate;
- Assists with the preparation of receptions, cocktails, luncheons and dinners for elected officials and during official meetings;
- Assists with ceremonies and official functions;
- Assists with the distribution of Invitation Cards to Member States, non-Member states and International Organisations;

#### (b) Customs, Road Authority and Bank and other Ministries/Organizations

- Processes duty free privileges and follow-up on correspondence addressed to Customs Department;
- Processes requests for clearance of medicines and other medical supplies from the Ministry of Health and Customs;
- Processes and follow-up all correspondence to the Road Authority with regard to Change of Driving Licenses; Transfer of Vehicle ownership booklets and obtaining of number plates;
- Processes requests for opening Bank Accounts for Staff Members;
- Assist staff members in obtaining Customs Clearance of import/export goods;

#### (c) Airport Duties

- Receives and sees-off elected Officials and high-level personalities invited by the Commission at the Airport;
- Welcomes and assists delegates upon arrival at the Airport;
- Receives and assists newly recruited staff members upon arrival at the airport with Immigration and Customs clearance formalities;
- Liaises with Transport Officers with regard to transportation services of VIPs, newly recruited staff members, guests and delegates from/to airport/hotels on arrival and departure;
- Assists staff members on Medical Evacuation at the Airport;
- Handles and processes landing and over-flight permits from Ministry of Foreign Affairs for Special planes by the AUC Chairperson;
- Process usage of VIP permits from the Ministry of Foreign for both elected officials and their families and those of AU high-level personalities.

#### (d) Diplomatic Privileges and Immunities

- Process requests for Special ID Cards (Resident Permits) for staff members including their families from Ministry of Foreign Affairs;
- Process requests for tourist and business visas for Staff members including their relatives,
- Process renewal and extensions for both visas from Ministry of Foreign Affairs and Immigration department;
- Process requests for privileges and immunities for both AU staff members and for the Commission; i.e. Import/export permits for vehicles, personal effects and equipment for AUC, Vehicles Ownership Booklets and Number plates;

- Assist staff members with the finalization of exit processes with the Ministry of Foreign Affairs and follow-up all other correspondences;

(e) Consular Services

- Process applications for visa requests for elected officials and staff members from both African and non-African Embassies;
  - Assist and guide staff members on visa formalities and processes as and when required;
  - Liaise closely with officials of Consular Services in Embassies for smooth delivery of visas;
- In addition, will perform any other additional administrative duties, which may be assigned by Supervisors.

### **Requirements**

#### 2. Qualification and Work Experience required:

Candidates must have minimum of Diploma in Management or Administration from a recognized educational institution. Higher relevant academic qualifications in Public or International Relations/Diplomacy will be an added advantage. A minimum of five (5) years relevant work experience, in clerical or protocol/public relations duties, preferably in an international organization.

#### 3. Skills and Competencies:

- Good knowledge and practical use of Computer;
- Good communication, drafting and reporting skills;

#### 4. Language Requirement

• Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

#### 5. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

#### 6. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply

#### 7. Remuneration

Indicative basic salary for this position is US\$ 14,852 (GSA5 Step 1) per annum plus other related entitlements such as post adjustment (46% of basic salary), Housing allowance US\$ 10,598.40 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission

#### 8. How to Apply

Applications must reach the Commission not later than 1st September 2017 through the AU Commission's website <http://www.aucareers.org>

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and

evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters