



External Publication of Job Posting

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Job Posting Title

PROTOCOL ASSISTANT (NEW YORK)

Start Date

09.04.2019

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30002178 - 03

Job Title

PROTOCOL ASSISTANT (New York)

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

2. Post
Job title: Protocol Assistant
Post level: GSA5 (Step 1)
Department: BCP
Supervisor: Permanent Representative
Duty Station: New York, United States
Positions: 1

Project

3. Job description summary:

Under the overall supervision of the Permanent Representative of the AU Mission to the UN based in New York, USA, the Protocol Assistant will be in-charge of providing support in the organization of ceremonies, conferences and events within the New York Office, facilitating all protocol related tasks within the Permanent

Missions, liaising with Diplomatic organs within the UN and the local authorities, diplomatic privileges and immunity matters, handling airport and consular services, and issues related to customs and immigration.

Tasks

4. Main duties and responsibilities:

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

(a) Ceremonies, Conferences and Events

- Receive and present VIPs/Guests to the Permanent Representative;
- Receive and usher in guests during official functions, meetings/conferences;
- Prepare conference halls and service meetings/conferences and perform accreditation duties;
- Maintain list of all PRs (African Group of Ambassadors) and prepare Committee meeting rooms;
- Ensure nameplates of AU Member States, International Organizations accredited to the UN and UN Agencies, are sufficiently available and kept in order;
- Follow-up on the printing of nameplates, invitation cards, conference badges and registration forms frequently used by the Mission;
- Coordinate the organization of receptions, cocktails, luncheons and dinners for delegations during official meetings;

- Coordinate the distribution of Invitation Cards to Member States, non-Member states and International Organizations/UN agencies

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

- Process and follow-up on diplomatic correspondence addressed to United Nations, United States Department of States, Foreign Mission and Other International Organizations.
- Undertake Customs and Immigration related assignments to obtain clearance for goods and supplies from external vendors among others
- Process and follow-up on all correspondences to the Driver and Vehicle Licensing Authority regarding vehicle registration renewal,; Transfer of Vehicle ownership booklets and obtaining of number plates;
- Liaise with Finance and Administration on request for opening Bank Accounts for Staff Members
- Assist staff members in obtaining Customs Clearance of import/export goods;

(c) Airport Courtesies

- Facilitate courtesy of Port arrival and departure of the AU Chairperson and former Heads of States appointed as AU High Level Representatives
- Receive and assist High Level delegations upon arrival at the Airport;
- Process and facilitate the departure of Officials and high-level personalities on official mission Assist newly recruited staff members upon arrival at the airport with Immigration and Customs clearance formalities (Where needed)
- Liaises with transport staff 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 if any

(d) UN Protocol Liaison & Consular Services

- Facilitate the registration of Staff members and their dependents through the UN Protocol
 - Process G4 Visa renewals staff and their dependents at the United States Mission to the UN
 - Process requests for tourist and business visas for Staff members including their dependents with the relevant missions accredited to the UN
 - Assist staff members and dependents with the processing of End of Duty forms to the UN protocol
 - Assist and guide staff members on visa formalities and processes as and when required;
 - Liaise closely with officials of Consular Services at various Mission to UN for smooth delivery of visas;
- In addition, will perform any other additional administrative duties, which may be assigned by Supervisors.

Requirements

5. 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 organizations.
- Knowledge and experience in working with the United Nations System is highly relevant

6. Other relevant skills:

- Very good knowledge and practical use of Computer applications (especially MS Word, MS Excel; knowledge of MS Publisher, MS PowerPoint will be highly preferred);
- Excellent oral and communication skills, ability to promote a two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.
- Very good capacity to draft and prepare reports as and when required.
- Very good planning and organizational skills
- Excellent interpersonal skills
- Ability and willingness to share knowledge, learn and allow continuous improvement
- Able to adapt readily to change, seek better ways to get the job done
- Appreciates compliance against specified procedures to complete tasks; shows accountability towards successful completion of tasks; takes initiatives as and when required.
- Very good ability to work in a team setup and collaborate
- Ability to trouble shoot, break problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.

7. Language Requirement

- Proficiency in both English and French as the African Union working languages will be required to perform in this job.
- Knowledge of any other AU working languages would be an added advantage.

8. 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.

9. Gender Mainstreaming

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

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11. Remuneration

Indicative basic salary of US\$ 15,758.00 (GSA5 Step1) per annum plus other related entitlements e.g. Post adjustment (56% of basic salary), Housing allowance US\$ 17,884.80 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

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.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 May 2019.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not
4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
5. Please be aware that only complete applications will be considered.
6. Please note that only shortlisted candidates will be contacted

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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

New York Office