

Post: Protocol (P-3)

General Information

- Contract Type: Fixed-term Professional
- Grade: P3
- Total Salary (including post adjustment): USD 92,807
- Closing Date: 15/04/2021

Responsibilities

Job Summary

The Political Affairs and Protocol Branch (PPB) functions as the main liaison office of the OPCW, contributing to the formal relations of the Technical Secretariat with the States Parties, the Host Nation, and the Municipality of The Hague. The Protocol Officer is a fixed-term position within PPB which is responsible for making diplomatic protocol arrangements, such as organising formal incoming visits to the OPCW at the level of the Director-General, organising ceremonies and social events and ensuring the adherence to OPCW protocol standards and practices. Further, the position is responsible for the accreditation of Permanent Representatives to the OPCW, and the accreditation and registration of Permanent Representative to the Sessions of the Conference of the States Parties and the Executive Council.

Main Responsibilities

The successful candidate will oversee and carry out protocol and liaison services at the OPCW DG and DDG level as well as for Heads of State, Governments and other high-level dignitaries. This role will involve:

- Planning and organising official events such as conferences, retreats and other special commemorative ceremonies;
- Planning and organising hospitality arrangements, receptions and exhibitions;
- Supporting the registration of members of permanent missions and other participants attending events at the OPCW;
- Preparing the Report of the DG to the Credentials Committee of the Conference of the States Parties (CSP) and preparing the report on the credentials of Representatives of the Members of the Executive Council to the Executive Council (EC);
- Overseeing the administration of protocol related services such as making recommendations on operating procedures, overseeing budget implementation and procurement related activities;
- Supporting the functioning of the Credentials Committee of the CSP
- Drafting official OPCW correspondence such as reports, memos and meeting minutes;
- Maintaining the communications & address management database;
- Liaising with OPCW Divisions, National Authorities and Representatives to the EC.

Qualifications and Experience

Education

Essential:

Advanced University degree (Master Degree or equivalent), in political science, international relations, public administration, international law or related field. A first level university degree with qualifying experience may be accepted in lieu of the advanced university degree.

Knowledge and Experience

Essential:

- At least 5 years of progressively responsible experience in the field of international protocol with an advanced degree or 7 years relevant experience with a first level degree.

Desirable:

- Experience in the UN system or other international organisation;
- Exposure to diplomatic relations;
- Experience in planning and organising meetings, conferences or events.

Skills and Competencies

Essential:

- Excellent communication skills – both written and oral;
- Ability to plan and organise, and to work under pressure;
- Flexibility and problem solving skills;
- Tact, discretion, confidentiality;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to plan and organise international meetings with participants from governments, inter- and non governmental organisations.

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.