

Job Title: Protocol Officer FT NOA Damascus VA023-2017

POSTING DATE

From 29 March 2017 TO 12 April 2017

CONTRACT TYPE & DURATION

Type: Fixed term contract

Duration: One year

ABOUT WFP

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. WFP pursues a vision of the world in which every man, woman and child has access at all times to the food needed for an active and healthy life. The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for Protocol Officer FT NOA in Damascus.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Receive, accompany and see off official delegations and government guests.
2. Assist in organizing hospitality and other logistic arrangements for visiting delegations and government guests
3. Liaise with the Regional Bureau or Head Quarters regarding international visitors.
4. Prepare meetings with local officials in coordination with Ministry of Foreign Affairs, other UN agencies or other individuals.
5. Coordinate with security and transport units for the arrangements of road missions and airport transfers for visitors.
6. Coordinate with Ministry of Foreign Affairs to obtain visas for guests and prepare necessary documents.
7. Coordinate with Ministry of Foreign Affairs for protocol arrangements.
8. Arrange and coordinate all meetings between the Mission officials and local authorities.
9. Coordinate logistical requirements to the ceremonies and protocol tasks as may be required.
10. Provide protocol assistance for activities of the Head of the Office and other senior representatives of the Office as required, in line with their day-to-day programs.
11. Organize mission's external trips as regards to appointment, accommodation, immigration formalities and visa;
12. Facilitate liaison between the Office and the Host Government counterparts as well as the diplomatic community.
13. Maintain communication with state protocol.
14. Act as a mission focal point for all communications and coordination with the Coordination office of the Host Government.
15. Assists and advises the Military Personnel, UNPOL, UNVs, and International Contractors in providing entry and extension of visas and assists international staff's eligible family members to obtain entry and extension visas.
16. Familiarizes staff members with local laws when interacting with local authorities.
17. Help in obtaining flight clearance through diplomatic mission or ministries.
18. Perform other duties, as assigned.

STANDARD MINIMUM QUALIFICATIONS

Education:

Advanced University degree in Business/Public Administration, International Affairs/relations, Political Science, International Law or other relevant field relating to office management and administration.

Or

First University Degree in Business/Public Administration, International Affairs/relations, Political Science, International Law or other relevant field relating to office management and administration with additional years of related work experience and/or trainings/courses.

Experience:

Minimum 2 years of progressively responsible professional post graduate experience in office management and protocol. Experience in planning and organizing activities in an international setting, protocol services and working with the government or international personnel are required.

Language:

Fluency (level C) in English language and Arabic language.

TERMS AND CONDITIONS

- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- Only Syrian and Syrian/Palestinian nationals can apply for this vacancy
- *Female candidates are strongly encouraged to apply.*

HOW TO APPLY

WFP Staff

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=23382&company=C0000168410P&username=>

External Candidates

<https://career012.successfactors.eu/sfcareer/jobreqcareer?jobId=23382&company=C0000168410P&username=>