



JOB OPENING

Functional Title & Level:	Protocol Officer (NO-C)
Org. Unit	Office of the Chief of Staff, SRSG
Duty Station:	Port-au-Prince
Posting Period:	04 – 10 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-021

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Protocol Officer (NO-C)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Protocol Officer (NO-C)** typically reports to the Chief of Staff or Chief of Unit, in the Office of the Chief of Staff, SRSG.

Responsibilities

Within delegated authority, the Protocol Officer will be responsible for the following duties:

- Accompanies the Special Representative of the Secretary General and the Head of the Mission on all official internal travel for liaison and protocol matters.
- Arranges and coordinate all meetings between the Mission officials and local authorities.
- Coordinates logistical requirements to the ceremonies and protocol tasks as may be required.
- Provides protocol assistance for activities of the SRSG, and other Senior representatives of the mission as required, in line with their day-to-day programs.
- Organizes mission's external trips as regards to appointment, accommodation, immigration formalities and visa;
- Facilitates liaison between the Mission and the Host Government counterparts as well as the diplomatic community.
- Maintains communication with state protocol.
- Acts as a mission focal point for all communications and coordination with the Coordination office of the Host Government.
- 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.
- Familiarizes staff members with local laws when interacting with local authorities.
- Supports the mission in educating initiatives regarding local customs, values, and traffic rules.
- Coordinates obtaining flight clearance through diplomatic mission or ministries.
- Performs other duties, as assigned.

Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping other informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees

risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in Law, Political Sciences, Public Relations, or other related fields is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years progressively responsible experience in a similar or related position, including relevant protocol external relations or public information experience in private industry and/or previous UN/International NGO.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.