Chief Administrator, State Protocol and Conferences

Job Summary

The Chief Administrator, State Protocol and Conferences will be responsible for the application of formalities, courtesies and the rules of official protocol and etiquette in respect of State, official and social occasions. The incumbent will plan, arrange and execute detailed programmes for State and other official visits and undertake the necessary research in protocol matters, preparing guidelines on protocol and etiquette.

Responsibilities

- To provide specialized and technical services in event planning, coordination and management.
- To be responsible for the planning and coordination of visits by state visitors and other international dignitaries.
- To undertake research on matters of precedence, protocol and etiquette; and to devise a set of protocol and ceremonial arrangements as the circumstances require.
- To provide advice on the organizing of official ceremonial events.
- To liaise with other Government Ministries/ Agencies and the private sector as necessary.
- To review Protocol policy and prepare procedural manuals and guidelines on Protocol.

Qualifications and Experience

- Masters Degree in International Relations or Public Administration or Political Science or in a related field
- Post graduate specialized training in Diplomacy
- Training in Protocol and Social Etiquette/ Events planning
- At least five (5) to seven (7) years in a managerial position

Required Knowledge, Skills and Abilities

- Excellent communication skills
- Excellent organizational skills with an eye for detail
- Excellent leadership and managerial skills
- Strong knowledge of protocol, etiquette and diplomacy
- Considerable knowledge of one or more foreign languages
- Ability to work long hours
- Excellent computer skills
- Strong social and interpersonal skills