

# **PROTOCOL AND CONFERENCE SERVICES OFFICER**

## **Job Summary**

The incumbent is responsible for assisting with administering State events and official programmes. The main responsibilities involve co-ordinating arrangements for high level visits to the State and for special and ceremonial events. Duties include establishing and maintaining liaison with officials of Government Ministries and other agencies, consular and diplomatic representatives and private sector organizations and undertaking research in protocol policy and procedures.

## **Qualifications and Experience**

- Training as evidenced by an honours degree in the Social Sciences from a recognized University
- A Diploma or an approved course of training in International Relations, including Protocol, and Events Management
- Knowledge of a foreign language and Professional qualification in Public Relations/Mass Communications would be an asset; or
- A combination of experience and training equivalent to the above.

## **Required Knowledge, Skills and Abilities**

- Knowledge of International Relations and National Affairs
- Events Management Skills
- Ability to communicate effectively, both orally and in writing
- Report writing and/or rapporteuring skills
- Computer applications skills
- Knowledge of one or more foreign languages
- Ability to work as part of a team
- Capacity to initiate and to perform without supervision
- Poise, good personal appearance

## **Responsibilities**

- Assists in the planning and co-ordinating of detailed programmes for visits to Trinidad and Tobago by Ministers of Foreign Governments, Ambassadors and High Commissioners and other distinguished visitors
- Assists in planning and co-ordinating detailed programmes for State visits

- Researches, plans and co-ordinates arrangements for official Government hospitality functions and events
- Supervises service providers engaged for hospitality functions to ensure a high level of service
- Undertakes research, investigations, projects as required
- Undertakes duties outside normal hours on a regular basis
- Assists in the preparation of international conferences hosted by the Government
- Ensures that protocol arrangements are in place at ceremonial, official and other events
- Performs other related duties **as directed by the Chief of Protocol.**