

UNITED NATIONS

الأمم المتحدة



UNAMID



AFRICAN UNION

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## United Nations and African Union Mission in Darfur

### VACANCY ANNOUNCEMENT

The United Nations - African Union Mission in Darfur (UNAMID) is seeking qualified candidates for the following position:

*Before the submission of your application, please refer to the Qualifications, Experiences and Competencies sections below, and ensure that you have met the minimum requirements as mentioned.*

VA No.: <b>UNAMID-12-065</b>	VA Date: <b>01/10/2012</b>	Application Deadline: <b>14/10/2012</b>
Post Title: <b>Protocol Officer OMCoS</b>	Grade: <b>NO-B</b>	Duty Station: <b>El Fasher</b>

### Duties and responsibilities:

Under the overall supervision of the Mission Chief of Staff or his/her designate, the Protocol Officer is responsible for the following duties:

- Assist in the provision of protocol services to the Mission as a whole; will provide Protocol support for the meetings with high level delegations as well as to organize official social engagements, i.e. luncheons and receptions and the planning of commemorative ceremonies.
- Facilitate high-level/working visits to Mission, by Senior UN officials and other delegations that include non UN personnel, i.e. representatives from government, academia, civil society and media; in collaboration with UNMIS Substantive Units will prepare programmes, organize appointments, arrange hotel accommodation, facilitate air and road transportation and in this regard will maintain close liaison with the relevant UNMIS offices.
- Prepare conferences and meetings at, when requested, and in consultation with the Substantive Unit will assist in the identification of an appropriate venue; preparation and issuance of invitations; dissemination of programme and agenda; as necessary.
- Prepare and maintain an up-to-date mailing list and information pertaining to the composition of the host country Government, Diplomatic Missions, Delegations, Governmental and non-governmental organizations and United Nations agencies in the mission area.
- Publication and preparation of "Protocol Directory" to include information mentioned above.
- Maintain a comprehensive and updated database of Mission-relevant events and visits.
- Advise on matters of protocol usage, practices and norms of diplomatic etiquette accepted by the United Nations.

### Qualifications:

- **Education:** Advanced University Degree (Masters or Equivalent) in Public Relations, Communications, Political Science, Management. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

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- **Experience:** For holder of Master's Degree at Least two (2) years of relevant professional experience in diplomacy, protocol, public relations, and international relations. Relevant four (4) years for those with Bachelors Degree.
- **Languages:** Fluency in English and Arabic. Knowledge of other languages spoken in Sudan an advantage.

### Competencies:

- **Professionalism:** Demonstrated in-depth understanding of diplomatic practices; substantial and diverse experience in all facets of the required role; strong analytical skills combined with good judgment; basic knowledge of UN Protocol practices.
- **Judgment & Decision-making:** Discretion and sound reasoning in dealing with sensitive matters; ability to independently solve complex and challenging problems.
- **Planning & Organization:** Strong planning and organizational skills; ability to handle multiple concurrent projects/activities; ability to plan, budget for and implement large-scale functions.
- **Leadership:** Strong negotiating skills and ability to influence others to reach agreement; effective organization and supervision of work of lower-level staff.
- **Technological Awareness:** Proficient computer skills and use of relevant software and other applications.
- **Communications:** Ability to write in a clear and concise manner and to communicate effectively orally.
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with sensitivity and respect for diversity in a multi-cultural, multi-ethnic environment.

### **HOW TO APPLY**

Interested and qualified applicants should submit their applications together with The United Nations Personal History form ([P-11](#)) and/or CV and copies of previous employment certificate(s) by ONE of the following methods:

**By Email to :** [unamidva-elf@un.org](mailto:unamidva-elf@un.org)

**By Hand:** Deliver to: UNAMID El Fasher HQ at ARC or Super Camp Security

Note: (a) All applicants **MUST** indicate the **VA No., Post Title and name of Duty Station** of which they are applying, on the subject line [by email] or in a sealed envelope [by Mail/by Hand].)

***Please do not submit original certificate(s) with the application. In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.***

**POSITIONS OPEN FOR SUDANESE NATIONALS ONLY**