



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-NPO-09-027

VA Issuance Date: 4 November 2009

Deadline for Applications: Open¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

Title: Protocol Officer	Grade: (NOC) ³	Region: Juba
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply</i> ²		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

³ Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post. There will be no break in service between the two types of appointments.

Duties and Responsibilities:

Under the Supervision of the Head of Office, the Protocol Officer will be responsible for the following:-

- Advise the Head of Office on protocol procedures related to the Host Government and visiting delegations.
- Facilitate protocol services for visiting delegations and high-level dignitaries during events or visits hosted by UNMIS, e.g. conferences and meetings, preparation of invitation lists, and programs and agendas.
- Serve as Focal Point for visits to the South, devising a program of visits, and arranging for meetings with Government officials for Senior Mission Leadership and visiting delegations hosted by UNMIS.
- Establish and maintain good working relations with Protocol focal points within the Government of National Unity to facilitate UNMIS' protocol functions.
- Liaise with Government Institutions, permanent/observer missions, specialized agencies and offices of UNMIS and provide advice on matters of protocol usage, practices and diplomatic norms accepted by the United Nations.
- Oversee the preparation of conferences and meetings at UNMIS Regional Headquarters in consultation with substantive units and ensure that the necessary logistics are in place.
- Ensure constant flow of information and clear communication through regular correspondence with relevant partners.
- Identify potential areas of concern related to Protocol and propose corrective measures to be undertaken.
- Develop and maintain database concerning visits, including visit forecasts to the Mission in consultation with Substantive Units and UNHQ.
- In addition to the above, perform any other additional duties as may be directed by the Head of Office.

Competencies:

Professionalism: Demonstrate 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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Political Science, Management, Communications, Public Relations or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience: At least five (5) years with a master's degree or equivalent (7 years with a BA) of progressively responsible experience of working in diplomacy, protocol, public relations, international relations. Previous experience in UN peacekeeping missions is highly desirable.

Languages: Fluency in spoken and written English and Arabic; knowledge of other languages spoken in Sudan is an asset.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. UNMIS-NPO-09-027

National Professional Officers: unmis-recruitmentnpo@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan.

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200