



Volunteer Opportunity

Protocol Officer

Job Description

- Assist in ensuring excellent working relations with representatives of AfD across the continent.
- Build valuable relationships between the board of AfD and resource persons.
- Manage general and protocol related correspondence to/from Permanent Missions, Governments, Intergovernmental organisations and other entities.
- Prepare and review congratulatory, appreciation, welcome and condolence letters.
- Coordinate and ensure the effective management and verification of the database regarding the contact information of senior officials, Ambassadors and Permanent Missions.
- Plan, coordinate and execute official and high-level visits, summits, workshops, community outreaches, ceremonies and special events.
- Ensure letters and accreditations for events are issued on time for AfD events and perform liaison services where necessary.
- Provide substantive and authoritative advice and respond to queries on protocol issues such as honorifics/titles, salutations, VIP ranking, gift exchanges and invitation letters.
- Undertake role with diplomacy between AfD and invited guests.
- Perform any other role assigned.

Required Skills

- Ability to interact cordially and communicate with a diverse community
- Effective oral and written skills
- Ability to assess and evaluate situations quickly, accurately and effectively
- Ability to assist in strategic planning, result-based management reporting
- Ability to assist in corporate strategic initiatives
- Excellent computer, internet, social media and information system skills
- Team player

What to expect

- Supportive working environment, with staff willing to help
- Working along with professionals willing to share their knowledge
- On-the-side trainings that will help you develop and grow your skill set
- Experience for further employment

If you are interested in this volunteering opportunity, then send your CV and a motivation statement stating the role and how this role will help develop your skills and contribute to AfD.

All applications should be sent to info@diplomacyforum.org

NB. This position is open only to **members** of the African Forum for Diplomacy. To become a member, please follow the following link: <https://diplomacyforum.org/membership/>