



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



Job Title: Protocol Officer
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Senior Protocol Officer
Supervises: (No supervisory role)

JOB PURPOSE

The Protocol Officer is responsible for coordinating protocol services offered to Members of Parliament, international guests of the Parliament and Parliament staff

MAIN DUTIES

- Assist with travel arrangements for official travel
- Provision of information on official travel including entitlements, travel route and hotel arrangement.
- Facilitate with consular arrangements and issuance of passport
- Responsible for the preparation and servicing of Seminars and Conferences and ensure that the necessary logistics are in place.
- Prepare and update information on hotel accommodation for international conferences and make such information available to MPs, Parliament staff, etc.
- Coordinate the arrangement for airport pick-up of high-level officials and international guests of the Parliament to expediting of customs and Immigration procedures, as necessary.
- Planning of visit programme, sightseeing tours for international guests
- Organise reception, dinner and events
- Liaise with Minister of Foreign Affairs protocol to determine order of precedence at official Parliament functions
- Perform any other duties within the scope and intent of the job as may be assigned from time to time

JOB SPECIFICATION/REQUIREMENTS

I. Educational/Professional Qualification

- Degree in International Relations, Political Science, Diplomacy



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II. Experience

- Entry level position. 1-2 years related work experience will be an advantage

III. Others

- Excellent interpersonal, report writing and communication skills.
- Fluent in English and French, oral and written

COMPETENCIES

I. Technical

- Proficient in MS office application
- Well dressed and presentable
- Event Management
- Ability to perform a variety of standard tasks related to visa application, ticketing and sourcing, hotel reservation, transportation and customs clearance.
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems

II. Managerial

- Committed to the achievement and maintenance of quality; sets high standards of performance for self and others

III. Personality

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

KEY DELIVERABLES

- Well organised events and programmes
- Smooth and well organised air travel
- Cost effective travel arrangements