

Posting Title : CHIEF OF PROTOCOL, D2
Job Code Title : CHIEF OF PROTOCOL
Department/ Office : Department for General Assembly and Conference Management
Location : NEW YORK
Posting Period : 11 January 2019-25 February 2019
Job Opening number : 19-PCL-DGACM-109984-D-NEW YORK (G)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The Chief of Protocol reports directly to the Under-Secretary-General (USG), Department for General Assembly and Conference Management (DGACM) and maintains a close rapport with the Chef de Cabinet, Executive Office of the Secretary-General (EOSG). The Chief of Protocol is responsible for the day-to-day operations of the Protocol and Liaison Service (PLS), located within DGACM, Office of the USG.

Responsibilities

The Chief of Protocol determines all protocol related aspects of events and activities organized under the auspices of the United Nations Secretariat and of other United Nations entities, whether at UN Headquarters, New York or away from Headquarters, as required; and responds to queries from UN offices globally, ensuring consistency on protocol matters.

Supports the protocol requirements of the Secretary-General and the Deputy Secretary-General, including during bilateral meetings and at summits and conferences both at Headquarters and abroad and on their official travels away from Headquarters, and plans and organizes official luncheons, dinners, social events hosted by the Secretary-General.

Ensures that the President of the General Assembly is provided with protocol support at headquarters and at other United Nations duty stations, as required;

Determines protocol related needs for Heads of State and Government, Foreign Ministers and other high-level dignitaries when they participate at regular and special sessions of the General Assembly and other organs, and for bilateral meetings with senior officials of the United Nations;

Maintains regular contacts and ensures harmonious working relations with Permanent Missions of Member States and Observer States regarding their protocol-related requirements and their accreditation vis-à-vis the host country, including the registration and accreditation of all diplomatic and administrative personnel;

Maintains regular contacts with local officials, including the Permanent Mission of the host country, the Office of the Mayor of New York City, and the Office of the Governor of New York;

Arranges the presentation of credentials by newly appointed Permanent Representatives, briefing them on the presentation procedures and escorting them throughout the ceremony;

Advises on the protocol standards and procedures maintained by the UN Secretariat, including ranking orders, display regulations of logos and flags, standing and seating arrangements at official and social events, etc.

Pursues efforts to modernize and automate processes, implement efficiency gains, ensure cost-effectiveness by eliminating unnecessary steps and processes, and maintaining a multilingual Protocol Service;

Performs other related duties as requested by the Under-Secretary-General.

Competencies

Professionalism: Ability to analyze issues and solve problems. Knowledge of international protocol matters. Political awareness and sensitivity. Ability to work under pressure. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Judgment/decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions

with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Education

Advanced university degree (master's or equivalent) in Political Science, International Relations, Social Science, International Economics, Law, Public Administration or related fields. A first-level degree (Bachelor's or equivalent) in the specified fields with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 15 years of progressively responsible experience at the international level in diplomatic, political, management or administrative positions and in planning, managing and coordinating public or diplomatic events is required. Proven track record of the ability to engage with high ranking officials is required. Experience in the wider UN system including its governance and legislative processes is desirable. Experience in managing reform in particular the design and implementation of new technologies and automation tools in the field of events planning and registration of meeting participants is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Working knowledge of a third official language of the United Nations is an asset.

Assessment

Evaluation of qualified applicants may include a substantive assessment, which may be followed by a competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 November 2018, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belarus, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Indonesia, Islamic Republic of Iran, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Montenegro, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Syrian Arab Republic, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in

inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.