JOB DESCRIPTION – PROTOCOL OFFICER

Job location: Nairobi, Kenya

Under the supervision of and reporting to the Principal Human Resources Officer, the Protocol Officer will be responsible for coordinating and managing matters relating to ATIDI employees' diplomatic immunities and privileges and protocol requirements with the relevant government ministries and authorities. The officer will also work closely with ATIDI's field and regional offices including Human Resources, Procurement and Administration and Membership departments to facilitate the effective and timely management of protocol related matters.

Key duties and responsibilities:

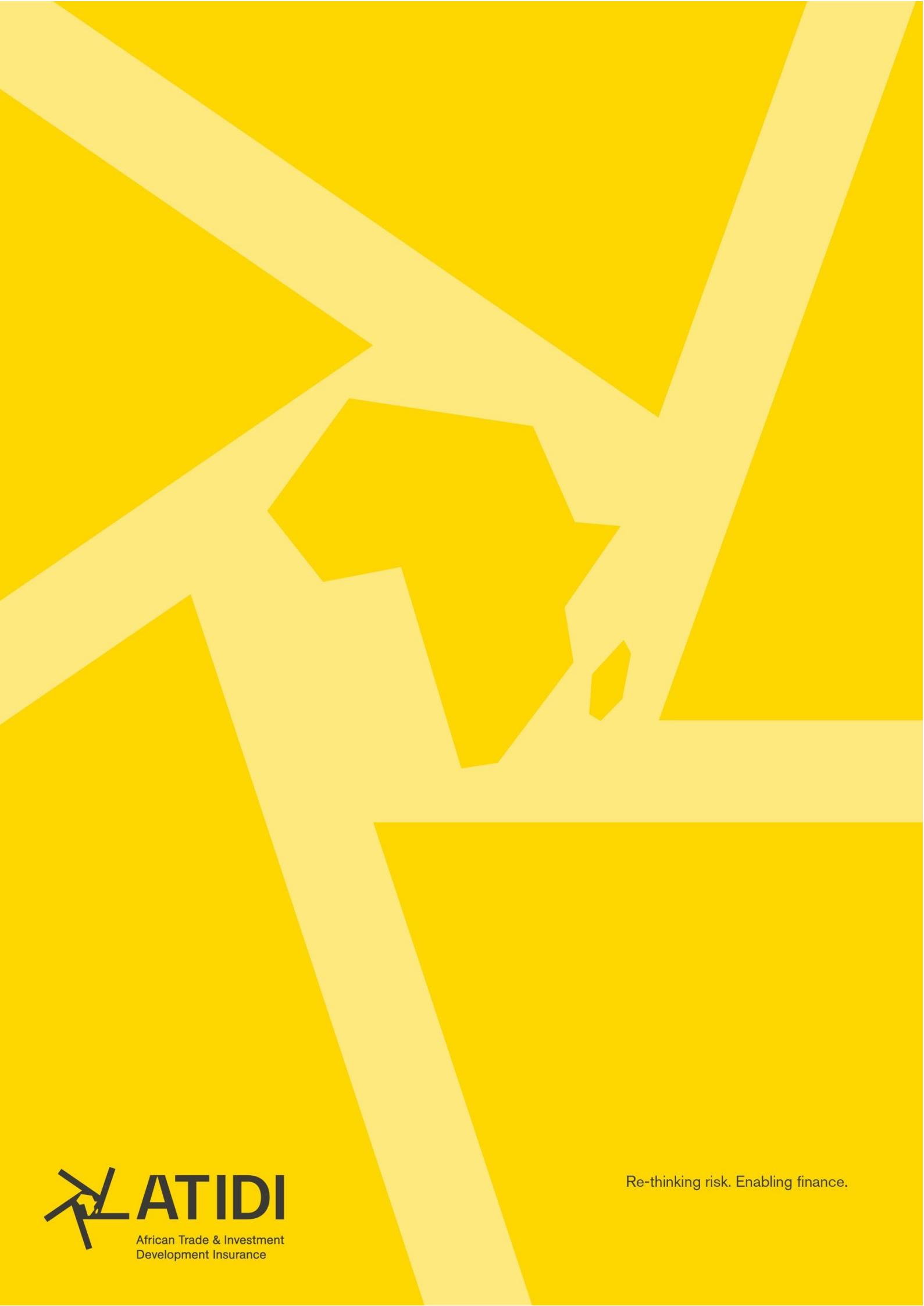
The key duties and responsibilities of the position include:

1. Serve as the primary point of contact and liaison for all matters within the organization relating to diplomatic immunities and privileges and regularization of residency for expatriate staff at the Head office and regional offices;
2. Facilitate travel arrangements for official visits, meetings, and events including the timely processing of travel visas and preparation of visa support letters as and when requested for staff members and corporate visitors;
3. Provide assistance to expatriate staff, their dependents and official visitors to the organization on matters of consular nature including application to the relevant authorities for travel visas, re-entry permit applications and renewals, diplomatic ID applications and renewals, COMESA passport applications and renewals as well as application for the relevant government authorizations;
4. Ensure timely submission of staff modification details with the relevant host government authorities as and when required;
5. Support relocation for staff as well as handle on-boarding and off-boarding processes upon arrival of new staff in the respective duty station, including providing . guidance and assistance on accommodation and other relocation-related logistics;
6. Liaise directly with the relevant government authorities on procedural matters relating to immigration status, diplomatic privileges and immunities of ATIDI staff;
7. Maintain a professional working relationship with customs, immigration Security and other relevant officials at local and international airports and provide assistance with arrival and/or departure formalities at the airport(s) as and when needed;
8. Facilitate importation, registration, transfer, disposal and deregistration of all official vehicles and personal vehicles for diplomatic staff in liaison with the Procurement and Administration department and in accordance with applicable ATIDI policies and host-country requirements.
9. Coordinate and maintaincalendars and appointments relating to staff diplomatic immunities,privileges, immigration matters and other Protocol related activities;
10. Prepare and coordinate briefings and background materials and supporting documentation for immigration-related meetings and submissions involving new staff as and when as required;
11. Prepare minutes and records of protocol meetings that are related to staff immigration status as and when required;
12. Manage and maintain documentation relating to immigration matters diplomatic immunities, privileges and other protocol matters, ensuring that records are accurate, current and appropriately maintained;
13. Arrange and coordinate attendance of ATIDI delegation at Protocol and immigration related meetings and events;

14. Maintain accurate and up-to-date records and files relating to diplomatic immunities, privileges and immigration matters ensuring that information is properly organised, secure and readily accessible to authorized personnel.
15. Coordinate protocol-related logistics for international travel, official visits and events, including arrangements for delegations and other official engagements;And
16. Perform any other duties as may be assigned by the Principal Human Resources Officer, provided such duties fall within the scope of the position and support ATIDI's business objectives.

Role Specifications:

- Bachelor's degree in Diplomacy and Governance, International Relations, Public Administration, Political Science or related field;
- Minimum of five (5) years of relevant professional experience in protocol management, immigration, work permits, visas, diplomatic services or related administrative functions;
- Strong organizational and multitasking skills with the ability to manage competing priorities and meet deadlines;
- Ability to work well in a multicultural environment;
- Excellent communication and interpersonal skills, with the ability to interact professionally and effectively with individuals at all levels including government officials and external stakeholders;
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with standard office equipment and procedures;
- High level of discretion, integrity and confidentiality when handling sensitive and privileged information;
- Demonstrated knowledge and practical experience in diplomatic protocol, international relations, immigration procedures and privileges and immunities;
- Ability to work independently and collaboratively as part of a team in a fast-paced international environment; and
- Proficiency in at least two (2) or more international languages. Fluency in English and French will be an advantage.



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