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Organisation	<p>The Lake Chad Basin Commission (LCBC) was established on 22 May 1964 in N'Djamena, Republic of Chad. The Commission was created upon recognizing the need to formulate principles on the utilization of resources of the Basin for economic purposes, including the harnessing of water resources. The mandate of the Commission is to sustainably and equitably manage the Lake Chad and other shared water resources of the Lake Chad Basin, preserve the ecosystems of the Lake Chad Conventional Basin, to promote regional integration, peace and security across the Basin. www.cblt.org</p>
Job Profile	<p>The LCBC Executive Secretariat is seeking to recruit a Protocol and Public Relations Officer.</p> <p>The responsibilities of the position include particularly (but are not limited to):</p> <ul style="list-style-type: none"> ✓ Assisting the Executive Secretary as the Protocol and Public Relations Officer; ✓ Coordinating travels of the Executive Secretary and other guests in accordance with their relevant agenda; ✓ Serving as the focal point for senior officials and advisory entities of the Lake Chad Basin; ✓ Developing an administrative manual on diplomatic procedures for the Lake Chad Basin Commission; ✓ Drafting invitation; ✓ Coordinating audiences between LCB partners and the Executive Secretary; ✓ Ensuring and promoting effective communication between the Commission and these bodies at the political level, in close cooperation with relevant technical departments; ✓ Implementing diplomatic privileges and immunities in favour of the Commission; ✓ Managing the driver and vehicle allocated for protocol activities and reporting to the Secretariat; ✓ Managing all aspects relating to diplomatic passports for LCBC staff; ✓ Facilitating visas and passport registration for visitors on a mission to LCBC; ✓ Facilitating staff travels and missions; <p>Reporting line: The Protocol and Public Relations Officer shall report to the Executive Secretary.</p>
Qualifications and Experiences	<ul style="list-style-type: none"> ✓ Master's degree or Bachelor's degree in international relations, political science, communication, history or any other equivalent degree; ✓ At least 5 years of professional experience in Protocol and Public Relations; ✓ Proven practical experience in public relations ✓ Proven experience in communication and hosting diplomatic dignitaries desired;

	<ul style="list-style-type: none"> ✓ Strong ties with embassies and consulates are an asset; ✓ Experience in event planning; ✓ Experience in the private and public sectors or an NGO, preferably in a multicultural setting, would be an advantage. ✓ Languages: Fluency in English and/or French; <p>Age limit: 45 years</p>
LCBC's offer:	<ul style="list-style-type: none"> ✓ Contract Duration: Three years renewable, subject to satisfactory performance assessment ✓ Category: C4 of the LCBC Salary Scale
For more information	HR Division
Application files:	Complete applications shall be addressed to the Secretariat of the Executive Secretary, LCBC, Rond-point de la Grande Armée, P.O. Box 727, N'Djamena, Chad or via email at vacancy@cblt.org