



ToRs – PROTOCOL AND PUBLIC RELATIONS OFFICER

Job description

Job title	Protocol and Public Relations Officer	Type of contract	Fixed-term three years contract (renewable subject to a satisfactory performance evaluation)
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Executive Secretary	Category	C4 of the labor scheme of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008, intending to promote cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly true through implementing projects and programs to improve access to drinking water, strengthen populations' resilience to climate change, and consolidate peace and security in the region. In recent decades, however, the LCBC has faced complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the lake's surface area due to droughts, undue exploitation of resources, climate deterioration, etc.

THE FUNCTION

Under the responsibility of the Executive Secretary, the Protocol and Public Relations Officer will have the main mission of assuming various key responsibilities in the exercise of his duties, notably organizing bilateral and multilateral visits, i.e. meetings with representatives of two or more different countries, ensuring compliance with the rules of the countries concerned and being in agreement with their protocol, also coordinates the Executive Secretary's trips abroad on protocol aspects, ensures that all details are taken into account to ensure the smooth execution of his official trips, ensures compliance with protocol rules and standards at various official events and meetings, etc. The Protocol and Public Relations Officer is also responsible for the implementation of diplomatic and consular privileges and immunities. He/she keeps up to date the diplomatic list and ensures that the privileges granted are respected in accordance with the international agreements in force. Finally, the incumbent is responsible for the organization of ceremonies that are of particular importance for the image and representation of the LCBC. In this context, he/she plans and supervises all



logistical and protocol aspects to ensure the smooth conduct of these solemn and symbolic events. He/she also takes care of the preparation of various administrative documents, still in the context of official events. This includes producing invitation cards, creation of visuals or images and complementary visual elements to accompany these events. These elements must be designed in accordance with established official rules and standards.

THE ROLE

The Protocol and Public Relations Officer shall have advanced skills in protocol, communication, and public relations. In his or her capacity as Protocol and Public Relations Officer collaborating with various stakeholders such as chiefs of staff, governors, ambassadors, and national authorities in member countries, he/she must demonstrate great rigor, expertise in protocol and public relations, as well as an ability to manage complex logistical aspects.

KEY RESPONSIBILITIES

The main duties and responsibilities of the Protocol and Public Relations Officer include, but are not limited to, the following:

- Assist the Executive Secretary in his or her capacity as Protocol and Public Relations Officer;
- Coordinate the trips of the Executive Secretary and other Guests in accordance with the agenda communicated for this purpose;
- Serve as a focal point for the executive and advisory entities of the Lake Chad Basin;
- Develop an Administrative Management Manual regarding diplomatic procedures within the scope of the Lake Chad Basin Commission;
- Draft invitation letters;
- Liaise with LCBC partners concerning audiences with the Executive Secretary;
- Ensure and promote effective communication between the Commission and its bodies at the political level, in close cooperation with the relevant technical departments;
- Implement diplomatic privileges and immunities of the Commission;
- Manage the driver and the vehicle allocated for protocol activities and report back to the Management;
- Ensure the management and follow-up of diplomatic passports of LCBC staff;
- Facilitate the obtaining of visas and passport registration for visitors on assignment at the LCBC;
- Facilitate LCBC staff trips and missions.

QUALIFICATIONS AND EXPERIENCE

- Be a holder of a Master's degree in international relations, Political Science, Communication, History, or any other equivalent degree;
- Have at least 5 years of professional experience in Protocol and Public Relations;
- A proven practical experience in the field of public relations is required;
- Proven experience in communication and diplomatic personalities; hospitality is desired;



- Strong relations with embassies and consulates are an asset;
- Experience in event planning;
- Experience in the private and public sector or an NGO, preferably in a multicultural environment, would be an asset;
- Have a working knowledge of International Relations, International Law, and Protocol usage;
- Mastery of the protocol customs of the LCBC member States and Headquarters;
- Rigor and responsiveness ;
- Good organizational and logistics skills ;
- Good analytical, synthesis, and drafting skills ;
- Sense of human relations ;
- Ability to adapt ;
- Professional discretion and availability ;
- Fluency in English, French and/or Arabic;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**

To apply, please send your application (Letter of motivation, Curriculum Vitae, Criminal records dated less than 3 months, legalized copies of credentials and work certificates, with 3 employer reference persons preferably the last employer, by, with the words "Application for the position of Protocol and Public Relations Officer" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at: vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas stated;*
- *A copy of the police records dated less than three months;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*