Position Title: Protocol Officer  
Location: IMF Office, Riyadh, Saudi Arabia  
Reports to: Head of Office  
Grade: NO-A  

Responsibilities:

1. **Diplomatic Liaison:**
   - Serve as the primary liaison between the IMF Regional office in Riyadh (ROR) and the Saudi Ministry of Foreign Affairs, embassies, and other diplomatic missions.
   - Facilitate communication and coordination with Saudi government officials regarding diplomatic matters, visits, and events.
   - Facilitate communication and coordination with government officials from other GCC countries regarding visits and events sponsored by the IMF ROR.

2. **Event Management:**
   - Plan and coordinate official IMF events, ceremonies, and high-level meetings.
   - Ensure proper protocol and diplomatic courtesies are observed at all times.
   - Manage logistical arrangements, including transportation, accommodation, and security for visiting dignitaries and IMF officials.

3. **Documentation and Correspondence:**
   - Prepare and review official correspondence, notes verbales, invitations, and other diplomatic documents.
   - Maintain accurate records of diplomatic communications and event proceedings.

4. **Advisory Role:**
   - Advise IMF staff and visiting delegations on local customs, etiquette, and protocol matters.
   - Provide guidance on diplomatic procedures and protocol standards to ensure compliance with international and local norms.

5. **Coordination and Support:**
   - Support the organization of conferences, seminars, and workshops in collaboration with relevant UN Agencies, Funds, and Programmes.
   - Coordinate with UNDSS to ensure the safety and security of IMF events and personnel.

6. **Travel Arrangements:**
   - Arrange travel itineraries, visas, and other necessary documentation for IMF staff and delegates.
   - Ensure compliance with diplomatic travel protocols and procedures.
Qualifications:

1. Education:
   • A bachelor’s degree in international relations, public administration, political science, or a related field. A master’s degree is preferred.

2. Experience:
   • A minimum of 5 years of experience in protocol services, diplomatic relations, or a related field.
   • Previous experience working with international organizations or government institutions is an asset.

3. Skills:
   • Excellent communication and interpersonal skills.
   • Strong organizational and event management abilities.
   • Proficiency in both Arabic and English (written and spoken).
   • Familiarity with diplomatic practices and international protocols.

4. Personal Attributes:
   • High level of discretion and professionalism.
   • Ability to work under pressure and handle sensitive information with confidentiality.
   • Strong attention to detail and problem-solving skills.

Additional Requirements:

• Willingness to travel within Saudi Arabia and internationally as required.
• Flexibility to work outside regular office hours during events and high-level visits.

Deadline for applying is July 25, 2024
Please send resume and a cover letter to IMFROP@imf.org
(Please state in the subject of the email: Job Application to Protocol Officer)
Only shortlisted candidates will be contacted for an interview