



JOB DESCRIPTION: SENIOR PROTOCOL OFFICER [SPO]

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Manager Inter-Parliamentary Relations and Protocol
 - b. **Liaises with:**

Internal: Head of Legislative Services, Parliamentary Staff, Office of the Deputy Secretary-General to Parliament, Office of the Secretary-General to Parliament, Office of the Hon. Speaker of Parliament, Members of the Parliament and Secretariat Staff.

External: Ministry of Foreign Affairs, Embassies and other stakeholder agencies locally and abroad
 - c. **Subordinates:** Administrative Officer Inter-Parliamentary Relations and Protocol Officer [AO IPR] and Executive Officer Inter-Parliamentary Relations [EO IPR]

POSITION PURPOSE

The position exists to provide professional support to Manager Inter-Parliamentary Relations and Protocol in the execution of outputs in the areas of inter-parliamentary relations, parliamentary protocol and Members of Parliament strengthening and capacity building.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Facilitate the involvement of the parliamentary delegation in international and regional workshops, conferences, seminars, assemblies, meetings, training sessions, and visits. This engagement is essential to uphold the Fijian Parliament's membership in the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), and other relevant international and regional organizations.
2. The position is responsible for overseeing all protocol services associated with incoming visits and courtesy calls to the Fijian Parliament, as well as for international and regional meetings hosted by the Fijian Parliament.
3. Facilitate the organization and coordination of training sessions and workshops for Members of Parliament at the local level.
4. Oversee and coordinate meetings for the Fiji-Commonwealth Women Parliamentarians (CWP) locally and globally.
4. Contribute to the improvement of quality and efficient service by applying innovative initiatives to events and protocol management.

5. Collaborate with the Administrative Officer (IPRP) and the Executive Officer (IRPR) to maintain IPRP databases, ensuring that all information is accurate and updated in a timely manner.
6. Actively contribute to all corporate requirements of the Parliament of Fiji, including planning, budgeting and corporate activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All logistical and administrative arrangements for parliamentary delegations participating in overseas trips are executed in a timely manner and consistently receive positive feedback.
2. All protocol services rendered to the Speaker, Deputy Speaker, Members of Parliament, executive management, and other stakeholders are delivered in a professional and timely manner.
3. All Members of Parliament engage in comprehensive strengthening and capacity-building training programs that adhere to established standards and timelines, resulting in positive feedback from participants.
4. All reports, as well as the agreed-upon tasks and corporate requirements, are prepared within the designated timeframe and adhere to the established standards.

PERSON SPECIFICATION

Essential Qualification: An undergraduate degree in International Relations, commerce, business, management, public administration or relevant discipline from a recognized institution OR more than 3 years' experience in similar role.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3-5 years of work experience in administration, finance, or logistics.
2. Good understanding of the Fijian Constitution and related policies and legislations.
3. Good understanding of formal protocol and etiquette.
4. Previous experience in the organization and administration of conferences and meetings.
5. Working knowledge of the role of government ministries, government statutory authorities, and regional and international agencies.

Skills and Abilities

1. Organizational abilities and the ability to be impartial, confidential, and to make firm decisions.
2. Ability to supervise and motivate direct subordinates to achieve the Unit's short-, medium-, and long-term goals.
3. Demonstrated ability to manage demanding workloads and tight deadlines.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
5. Ability to build strong relationships with operational staff across units and organisations, including external partners.
6. Builds trust in a team and with clients through high integrity, ethics and commitment.

7. Excellent written and verbal communication skills, including public relations skills.
8. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.