



CALL FOR APPLICATIONS

Job Title: **OFFICER IN CHARGE OF CONFERENCES AND CEREMONIES**

Reference: **001/CEEAC/COM/SA/DCRPP/SPAC/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Communication, Public Relations and Protocol
Service	Protocol, Reception and Ceremonies
Functional Relationships	<ul style="list-style-type: none">- Office of the President- Vice-President- Commissioners- Protocol services of the host countries and competent Gabonese authorities (MoFA, Police, Customs, Transport, etc.).
DUTIES OF THE POST	
The Officer in charge of Conferences and Ceremonies is responsible for organising conferences and ceremonies in collaboration with his or her head of department, and must also show versatility in public relations.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Organise national and international meetings;- Organise preparatory meetings with the host country;- Draw up the Terms of Reference (between the Commission and the host country).- Develop Conference Programmes in collaboration with the President's Office or the Commission's Departments.- Manage ceremonial programmes;- Manage Delegations and Guests;- Seat delegates and guests by protocol precedence;- Act as Master of Ceremonies and announce speeches and programmes;- Manage accreditations and presentation of credentials;- Welcome guests at the airport and in the Conference/Meeting Rooms;- Organise conferences (setting up the room, logistics, ensuring translation activities are carried out);- Provide secretarial support for the organisation of conferences or ceremonies;- Provide support materials (advance documents, detailed programme of the event or conference, video projectors, etc.);- Schedule non-conference activities (in particular, breaks and meals);	

<ul style="list-style-type: none"> - Report directly to the Head of Protocol and Ceremonies Division on the execution of the files transmitted; - Assist with all activities and official personalities of the Commission on a daily basis. 	
PROFILE REQUIREMENTS	
Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in Administration, International Relations, Commerce, Communication, or a related field.
Experience	Have at least 8 years of professional experience at similar levels of responsibility, particularly in the organisation of conferences and official ceremonies (see Article 13 of the ECCAS Staff Regulations).
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - International institutions and organisations of reference; - General knowledge in political science and international relations; - Protocol practices; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Ability to design, plan, manage and evaluate large teams where appropriate - Manage diplomatic protocol and ceremony; - Organise international events (conferences, workshops, etc.) - Manage and negotiate relations with external service providers; - Cooperate with contacts in a multicultural environment; - Mastery of computer tools: Word, Excel
Behavioural Competencies	<ul style="list-style-type: none"> - Diplomacy and discretion; - Anticipation; - Ability to analyse and synthesise; - Organisational skills, time management and rigour; - People skills, listening skills and interpersonal skills.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account in recruitment; - Female candidates are encouraged to apply.
APPLICATION DOCUMENTS	

- Motivational letter of application;
- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);
- Citizenship certificate;
- A copy of birth certificate or supplementary judgement in lieu thereof;
- A copy of criminal record (bulletin n°3) not more than three months old;
- Certified copies of academic degrees and diplomas;
- Work certificates and documents attesting to professional references;
- A medical certificate issued by a registered doctor;
- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;

The complete file, bearing the reference: **001/CEEAC/COM/SA/DCRPP/SPAC/2022** and the job title « **OFFICER IN CHARGE OF CONFERENCES AND CEREMONIES** », must be sent exclusively by e-mail to the following address: recrutements@ceeac-eccas.org.