

Government of Tuvalu – Job Description



Position Title:	Chief Protocol Officer (CPO)	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Foreign Affairs, Labor and Trade	Department of Foreign Affairs
Location:	Funafuti	
Reports to:	Assistant Secretary of MFALT	

JOB PURPOSE:

Manage all protocol and logistics of the Government of Tuvalu.

KEY RESPONSIBILITIES:

1. Provide professional protocol advice.
2. Facilitate and monitor all protocol, travel and logistical needs of the Government.
3. Manage and implement effective and efficient protocol services.
4. Manage national, regional and international correspondence.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide advice on international etiquettes.
- 1.2 Provide advice on protocol related issues through the assigned responsible Assistant Secretary to the Permanent Secretary.
- 2.1 Manage and monitor movements of dignitaries within, to and fro Tuvalu.
- 2.2 Assist diplomatic staff assigned to Tuvalu missions abroad.
- 3.1 Plan, Coordinate and Monitor official events of the Government of Tuvalu.
- 3.2 Facilitate Agreement and coordinate arrangements and logistics for Letter of Credence presentations.

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4.1 Monitor all outgoing correspondence from the Department of Foreign Affairs, including TPNs and other outgoing official letters.

4.2 Manage and maintain diplomatic relationships with developing partners.

MANDATORY REQUIREMENTS:

Bachelor's Degree from a recognized University in the field(s) of: Political Science, Public Administration, Management, Law or any other related Social Science field.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills

Sound time management skills

It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.