



REGIONAL OFFICE IN RIYADH

INTERNATIONAL MONETARY FUND TERMS OF REFERENCE

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 August 2, 2024

Please send resume and a cover letter to IMFROR@imf.org

(Please state in the subject of the email: Job Application to Protocol Officer)

Only shortlisted candidates will be contacted for an interview