



PROTOCOL ASSISTANT

The American Embassy in Wellington is seeking an individual for the position of full time Protocol Assistant with the Executive Office.

The Protocol Assistant provides protocol guidance to the Chief of Mission and the Deputy Chief of Mission (DCM), to senior officers (the Department of State Section Chiefs and heads of other agencies in the Mission) and to the principal officer in the Consulate General in Auckland, as well as the partners of these officers as needed.

The incumbent serves as a liaison with protocol officials in the Government of New Zealand and other diplomatic missions, coordinates work with the Official Residence Staff of the Ambassador's and the DCM's residences; the Front Office's office managers; and other embassy employees as necessary, to include the Public Affairs, Political Economic, Management and Regional Security Offices.

The Protocol Assistant also arranges representational events hosted by the Ambassador at the Official Residence or at outside venues and maintains the primary contact database for the Mission.

The successful applicant will have completion of secondary school and at least three years progressively responsible experience as executive secretary or in a protocol related field. Excellent written and oral English skills are required, and strong PC skills especially with the Windows NT environment. You must have a good working knowledge of host government protocol guides and general etiquette and social standards in New Zealand. Strong interpersonal and communication skills are required, as is the ability to establish and maintain professional networks. You must be able to prioritize work requirements and work with minimal supervision.

The starting salary for this position is approximately NZ\$56,095.

A more detailed job description can be obtained from our website at: newzealand.usembassy.gov.

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward all correspondence to:

HR Advisor
Embassy of the USA
PO Box 1190
Wellington

Applications close on Wednesday December 10, 2009