



EMBASSY OF UNITED STATES OF AMERICA

DEPARTMENT OF STATE

WASHINGTON DC 20521-2070

JOB VACANCY ANNOUNCEMENT
PROTOCOL ASSISTANT
GRADE – FSN 7

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Protocol Assistant in the Executive Office of the U.S. Embassy. Under the general supervision of the Ambassador and Deputy Chief of Mission, incumbent is responsible for the full range of protocol functions. Position advises the Ambassador, Deputy Chief of Mission and other Mission officials on protocol matters with Government of The Gambia, key members of the local community and the diplomatic corps.

Individual maintains local contact lists and guest lists, orders of precedence within and among groups, seating arrangements, and other protocol-related guidance for officials served. Prepares invitations for official social functions and provides follow-up on acceptances and regrets.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Two years of college studies is required.

Experience: Three years of progressively responsible experience in the media, government or public sector is required. At least four years of experience in

protocol affairs, public relations, customer service, administrative support, or a similar field, or a combination thereof is required.

Knowledge: Must have thorough knowledge of the Gambian Government protocol guides, the general etiquette and social mores of The Gambia and Department of State protocol and correspondence, instructions and procedures. Must have good knowledge of the political structure and how the situation affects protocol in The Gambia. Must be completely familiar with names and positions of Gambian Government officials at all levels, members of Gambian parliament and Gambian society as well as important members of the foreign community. An awareness of all aspects of Gambian protocol, social and diplomatic customs is required.

Language: Level IV English (Written & spoken) Fluency in one local language (Wollof or Mandika) is required.

Skills and Abilities: Excellent organizational and interpersonal skills are required. Must have good writing skills. Tact and diplomacy in dealing with the mid and high level officials in the host government and public sector is required. Ability to maintain high level contacts with the Gambia Government official, diplomatic missions and individuals in the public and private sector. Must be able to work flexible hours at the request of the Executive Office, to accommodate official or other functions. Good knowledge of computer programs, e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook,

TO APPLY:

Interested candidates for this position should submit the following:

- ✓ A current resume or curriculum vitae that provides the same information as an DS-174; plus
- ✓ Copies for certificates, degrees, awards earned that addresses the qualification requirements of the position

Application for Employment (DS-174) - available at the Embassy or online :

<http://photos.state.gov/libraries/thegambia/302842/BanjulPDF/hr-application-form-ds-174.pdf>

Submit Application to:

Human Resources Office
U.S. Embassy/Banjul
Kairaba Avenue
Banjul

CLOSING DATE FOR THIS POSITION: March 11, 2011

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).