



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Protocol Assistant

DEPARTMENT: Ministry of Immigration and Border Services

MINISTRY: Ministry of Immigration and Border Services

LOCATION: Providenciales

JOB SUMMARY:

With direction, the Protocol Assistant works under established policies and procedures to provide general protocol and administrative support to the Protocol Officer and Chief of Protocol, Ministry of Immigration and Border Services . This job provides diplomatic protocol courtesies to national and visiting dignitaries.

KEY DUTIES AND RESPONSIBILITIES:

- Assists with matters of national protocol to the Premier, Cabinet, other government agencies, and on request, the general public
- Assists the Protocol Officer in coordinating with key stakeholders to facilitate arrival and departure arrangements for high-level visits and dignitaries
- Assists with liaising with MDAs on areas pertaining to foreign affairs to ensure that visitors of the Premier will feel welcomed; ensuring that the correct etiquette and state procedures are observed
- Assists with liaising with all Ministries and other agencies regarding all State and National events in collaboration with the Governor's Office
- Assists with developing and maintaining optimum relations with high-level contacts with host country authorities, international organizations;
- Engages with external protocol offices of other regional and international multilateral organizations/ agencies and the host Government
- Maintains the Protocol database of arrivals/departures of nationals and international persons, spouses and their dependents requiring protocol services
- Maintains an annual list of dignitaries requiring protocol services.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Associate Degree in business, hospitality, humanities, general studies, or related field.
- Certification in event planning, etiquette, protocol or customs would be of benefit.
- The job holder must have at least 5 years' experience working in areas such as protocol, event planning or related field; of which 2 years should be in accommodating members of





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the House of Assembly and foreign dignitaries.

SALARY: Grade 6.1 - \$45,992.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

