

**Job Title : Protocol**

**OVERALLPURPOSE:**

- ◆ Specializes in etiquette and formal procedures for events or occasions such as state visits, official receptions, and international conferences.
- ◆ The objective of this job is to ensure that all events run smoothly, event setup is in compliance with official etiquette, and creating and enforcing rules of behavior, seating arrangements and other important details to ensure the event is successful.

**RESPONSIBILITIES:**

- ◆ Assist the CEO/ President's in carrying out the Division's mission, essentially pertaining to the planning, organization, management, coordination and supervision of protocol services.
- ◆ Plan and execute the CEO/ President's participation in official events both locally and internationally
- ◆ Arrange detailed itineraries for the CEO/ President and Guests.
- ◆ Ensure events or ceremonies run smoothly, and oversee the security operations during events, such as security personnel, equipment, and facilities. Arrange a time for taking photos and make sure all important individuals, Bank's logo, and uniforms are good for Bank's reputation.
- ◆ Receive and escort special guests.
- ◆ Accompany the CEO/ President on official events and ceremonies.
- ◆ Arrange for official gifts.
- ◆ Coordinate with relevant focal points of special guests for smooth and seamless visits.
- ◆ Prepare briefs and recommendations to the CEO / President on the status of protocol services concerning the CEO/President and Special guests.
- ◆ Formulate and propose policies, procedures and guidelines for promoting the Bank's product, practice and norms in the Bank, in light of developments in the field.
- ◆ Guideline / analyze current events and diplomatic developments and provide regular updates to the Management.
- ◆ Prepare and produce reports on internal coordination of meetings with the staff under his/her supervision.
- ◆ Perform related duties assigned by CEO /President

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Hold at least a minimum master's degree in Public International Law, International Relations, Diplomacy, Political Science, International Affairs, or other closely related fields.
- ◆ Have a minimum of seven (7) years of relevant experience holding a diplomatic position or a position in a multilateral development bank, or a similar field.



- ◆ Certificate of training in Protocol and/or diplomacy is desirable
- ◆ Excellent communication skills, good analytical and negotiation skills. A keen sense of initiative, rigorous and methodical approach
- ◆ Good knowledge of Bank rules, policies and procedures, as well as diplomatic norms, Headquarters and other establishing agreements
- ◆ Experience in public administration and law is desirable
- ◆ Ability to communicate and write effectively in English and Mandarin, with good working knowledge of the other language
- ◆ Proficiency in the use of Standard Bank software, such as Microsoft Outlook, Word, Excel and PowerPoint

Contact Info:

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