



CALL FOR APPLICATIONS

Job Title: **PROTOCOL EXPERT**

Reference: **003/CEEAC/COM/SG/DCRPP/2026**

Date of Publication: **Friday, May 29th, 2026**

Application Deadline: **Wednesday, July 29th, 2026, at 4:00 p.m.**

Location: **Libreville, Gabon**

Contract Type: **Three (3)-year fixed-term contract, renewable**

POSITION DETAILS	
Department	General Secretariat
Directorate	Communications, Public Relations, and Protocol
Division	Protocol, Reception, and Ceremonial Services
Category	International Management Staff (PEB Category)
Functional Relationships	<p>Internally:</p> <ul style="list-style-type: none"> - Office of the Commission President; - Office of the Vice-President; - Commissioners and Directors; - All Departments, Directorates, and Services; - Specialized institutions, executive agencies, and liaison offices of ECCAS; - Staff Committee; - All Commission staff. <p>Externally:</p> <ul style="list-style-type: none"> - State Protocols of Member States; - Diplomatic and consular missions; - International organizations and technical and financial partners; - Administrative, security, and airport authorities; - Protocol and event service providers.
JOB RESPONSIBILITIES	
<p>Reporting to the Director of Communications, Public Relations, and Protocol, as well as the Head of the Protocol, Hospitality, and Ceremonial Services Department, the Protocol Expert is responsible for preparing, organizing, coordinating, and overseeing the protocol, ceremonial, and diplomatic activities of the ECCAS Commission.</p> <p>He/she ensures compliance with rules of precedence and diplomatic protocol, as well as the quality of the reception and support provided to dignitaries and official delegations.</p>	



MAIN RESPONSIBILITIES

The Protocol Officer is specifically responsible for:

- preparing and coordinating official ceremonies, audiences, statutory meetings, conferences, and high-level events;
- providing reception, support, and protocol services for distinguished guests;
- ensuring the application of rules of precedence and diplomatic and consular customs;
- participating in the logistical organization of official missions and trips;
- liaising with the protocol services of member states and partner countries;
- prepare itineraries, protocol notes, and ceremonial documents;
- monitor issues related to diplomatic privileges and immunities and protocol arrangements;
- assist in the organization of official receptions and institutional events;
- follow up on protocol correspondence;
- assist in managing official invitations and order of precedence lists;
- support institutional communication activities related to official events;
- Perform any other tasks within the scope of their responsibilities as assigned by management.

REQUIRED PROFILE

Education	Hold a master's degree or equivalent in International Relations; International Law; Diplomacy; Political Science; or any other related field.
Experience	Have at least eight (8) years of professional experience in the fields of diplomatic protocol, international relations, the organization of official events, or international administration, in accordance with the provisions of the ECCAS Staff Regulations.
Knowledge	<ul style="list-style-type: none"> - Knowledge of the functioning of international and multilateral organizations; - Proficiency in diplomatic protocol and ceremonial procedures; - Knowledge of administrative, diplomatic, and consular practices; - Good knowledge of ECCAS member states; - Proficiency in organizing international conferences and meetings; - Good general and institutional knowledge; - Proficiency in at least two (2) official languages of ECCAS (English and French required).
Technical Skills	<ul style="list-style-type: none"> - Excellent organizational skills; - Proficiency in hospitality and VIP management techniques; - Strong writing and interpersonal skills; - Ability to work in a multicultural environment; - Proficiency in office and digital tools; - Strong planning and coordination skills.
Interpersonal skills	<ul style="list-style-type: none"> - High sense of discretion and confidentiality; - Courtesy, diplomacy, and impeccable presentation; - Responsiveness and availability; - Team player; - Ability to handle stress and work under pressure; - Sense of initiative and foresight.



EMPLOYMENT TERMS	
Compensation	- Salary and benefits in accordance with the ECCAS pay scale.
Marital Status & Gender	<ul style="list-style-type: none"> - Must be a national of an ECCAS member state; - Be in full possession of civil rights and of good moral character; - Have no criminal convictions incompatible with the duties of the position; - Be at least twenty-one (21) years of age and no more than fifty-five (55) years of age. <p>Applications from women are encouraged.</p>
Character, physical, and intellectual aptitude	<ul style="list-style-type: none"> - Be of good moral character and demonstrate integrity, particularly by not having been convicted of a felony, a crime against public integrity, or, more generally, an offense resulting in a prison sentence of more than three (3) months; - Be deemed fit to perform the duties associated with the position to be filled following a medical examination.

COMPOSITION OF APPLICATION FILES

- A letter of application stating your reasons for applying;
- A detailed resume including the candidate's full contact information (first and last name, address, phone number, email);
- A certificate of nationality or any other document proving nationality;
- A birth certificate or a substitute court order serving as such;
- A criminal record extract (Form N°. 3) issued within the last three months;
- Certified copies of diplomas and academic or university degrees;
- Employment certificates and documents attesting to professional references;
- A medical certificate of physical and mental fitness issued by a licensed physician attesting that the applicant is fit to perform the duties of the position applied for and does not suffer from any condition likely to endanger the health of others
- The full contact information of three references who are not related to the applicant and who can attest to the applicant's professional and moral qualities.

The complete application package, bearing the reference: **003/CEEAC/COM/SG/DCRPP/2026** and the job title "**PROTOCOL EXPERT,**" must be submitted electronically only to the following address: recrutements@ceeac-eccas.org no later than **Wednesday, July 29th, 2026, at 4:00 p.m.**

Note: Submitting falsified documents or providing false information will result in the rejection of your application. It also constitutes grounds for termination without notice or severance pay following your hiring.

