

LES Position Description – Protocol Manager

AGENCY	Australian High Commission
POSITION NUMBER	IS1022
POSITION TITLE	Protocol Manager
CLASSIFICATION	LE4
MONTHLY SALARY	PKR 215,630 to 252,255
SECTION	Consular & Administration
REPORTS TO	Counsellor – Management (TBC)

About The Australian High Commission

The role of the Australian High Commission (AHC) is to advance the interests of Australia in Pakistan and promote ties between the two countries. The AHC also assists Australian travellers and Australians living in Pakistan. The AHC comprises several government agency representatives who provide policy advice to their departments in Australia in support of Australia's global, regional, and bilateral interests.

About the position

The Protocol Manager in the Australian High Commission in Islamabad is responsible for managing a wide range of protocol functions and advising on protocol requirements in Pakistan. The position is the conduit between the Australian High Commission and key external stakeholders such as the Ministry of Foreign Affairs (MFA) on protocol requirements. The position also manages and provides protocol support and advice to all partner agencies of the High Commission.

Key responsibilities of the position include but are not limited to:

- Facilitating accreditation of new Australian-based (A-based) staff with MFA and assisting with visa applications, renewals and extensions for A-based staff and official visitors to Pakistan.
- Procuring airport passes (permanent/temporary), diplomatic identity cards and Pakistani driver licences for A-based staff.
- Coordinating all aspects of complex protocol requirements for the acquisition, registration, and disposal of official and personal vehicles for DFAT, partner agencies and individual A-based staff in Pakistan.
- Researching and networking with other stakeholders to maintain a professional knowledge base to advise on complex Pakistani Government protocol issues, guidelines, and regulations.
- Applying for and obtaining No Objection Certificates (NOCs) for A-based and official visitors for travel in Pakistan, as well as providing administrative support for visa applications for official travel outside Pakistan for High Commission staff.
- Coordinating the dispatch, delivery and distribution of diplomatic mail and liaising with DFAT, partner agencies and DHL.
- Maintaining and managing records and unclassified documents concerning Protocol and diplomatic mail services using DFAT electronic filing systems.
- Supervising a small team in the Consular and Administration Section.

- Coordinating the issuance of Australian visas for Pakistani diplomatic staff and dependents in consultation with the Department of Home Affairs and Protocol Branch in DFAT.

Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in managing complex administrative processes and protocol matters.
- Demonstrated professional-level fluency in English and Urdu and sound communication skills.
- Experience in working in an international setting (embassy, international organisation, or private sector) would be an advantage.
- Strong IT skills and proficiency with Microsoft Office applications.
- Tertiary qualifications in a relevant field would be an advantage.
- Knowledge of import and export regulations and procedures in Pakistan would be an advantage.

Submitting your application

- Applications that do not specifically address the selection criteria will not be considered. Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a one-year employment contract that may be extended subject to agreement between the employer and employee. A probation period applies.
- Please e-mail applications to jobs.AHC-islamabad@dfat.gov.au by midnight 13th of December 2023. Late applications will not be considered. Please specify the job title and applicant's name in the e-mail subject line.

Careers

- This position provides you with the opportunity to do the kind of work that adds up to something meaningful. The chance to challenge yourself and learn new skills. The prospect of working with a motivated, experienced, and visionary team.
- The Australian High Commission is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills, and perspectives of all individuals. We actively encourage applications from people from [diverse](#) backgrounds who share [our values](#).