



TERMS OF REFERENCE

Protocol and Engagement Officer

SUDAN POLICY ADVISORY GROUP

1. Position Information

POSITION TITLE	Protocol and Engagement Officer
ORGANISATION	Sudan Policy Advisory Group (SPAG), an independent association governed by the French Law of 1 July 1901
OFFICE	Office of the President
LOCATION	Remote and hybrid working as authorised
REPORTS TO	Chief of Staff
ENGAGEMENT	Volunteer service, part-time and unremunerated
TIME COMMITMENT	Indicatively 8 to 10 hours per week, flexibly scheduled, with additional availability around high-level visits, delegations and major events
TERM	Two years from appointment, renewable on the basis of performance and institutional need

2. Organisational Context

SPAG is an independent, non-partisan association established under the French Law of 1 July 1901. Its mandate covers strategic planning, public policy research, governance advisory, institutional capacity development, analysis, stakeholder dialogue, innovation and sustainable development.

The Office of the President provides strategic coordination, briefing, engagement and follow-up support to the President. The Protocol and High-Level Engagement Officer works under the supervision of the Chief of Staff and coordinates with the Executive Assistant, the Senior Policy Adviser, the General Secretariat, the Programmes, Partnerships and External Engagement function, Operations and Corporate Services, and other authorised teams as required.

3. Purpose of the Role

The Protocol and Engagement Officer plans and manages the President's high-level engagements in line with diplomatic and institutional protocol. The role helps ensure that official meetings, visits, delegations and events are well prepared, correctly conducted and followed up, and that SPAG's relationships with the offices of senior counterparts are managed consistently. He/she brings protocol expertise, careful planning and attention to detail to every engagement. The role supports the President's engagements but does not negotiate agreements or make commitments on behalf of the President or SPAG.

4. Authority and Limits of Delegation

The Protocol and Officer acts under the supervision of the Chief of Staff and within approved protocol, engagement and confidentiality arrangements.

He/she may liaise with counterparts' offices on arrangements for approved engagements, but does not issue invitations, negotiate agreements or accept obligations on behalf of the President or SPAG. Any prospective partnership arising from an engagement is referred to the responsible function and is subject to the Partnerships and Institutional Due Diligence Policy.

5. Duties and Responsibilities

Under the supervision of the Chief of Staff, the Protocol and High-Level Engagement Officer shall:

5.1 Protocol advice and standards

- Advise the President and the Office on diplomatic and institutional protocol, precedence, forms of address and correspondence conventions.
- Prepare a protocol note for each high-level engagement covering participants, precedence, seating, order of speakers and the exchange of gifts.
- Develop and maintain SPAG's protocol guidelines for presidential engagements, for approval by the Chief of Staff.

5.2 Planning and management of high-level engagements

- Plan and coordinate the President's official meetings, visits, delegations, conferences and ceremonies from invitation to follow-up.
- Liaise with the offices of ministers, ambassadors, heads of international organisations and other senior counterparts on arrangements for approved engagements.
- Coordinate logistics, accreditation, travel, venues and duty-of-care arrangements with the Executive Assistant and Operations and Corporate Services.
- Organise visits of delegations to SPAG and engagements hosted by the President.

5.3 Relationship management and follow-up

- Maintain a register of high-level contacts and engagements for the Office on SPAG's approved systems, aligned with the stakeholder map held by the Senior Policy Adviser.
- Record agreed follow-up actions from each engagement and track their completion with the responsible functions.
- Draft letters of invitation, thanks and follow-up for the President's review and signature.
- Perform such other protocol and engagement functions as the Chief of Staff may assign within the mandate of the Office of the President.

6. Key Deliverables

The following are the standing outputs by which the role is evidenced.

Deliverable	Timing
Protocol guidelines for external engagements	Within 60 days, reviewed annually
Forward plan of high-level engagements	Within 30 days, updated monthly
Protocol note and run of show for each engagement	At least 72 hours before each engagement
High-level contacts and engagements register	Maintained continuously

Engagement follow-up tracker	Updated within three working days of each engagement
Post-engagement summary for major engagements	Within five working days
Engagement activity report	Quarterly, or as requested

7. Integrity, Conduct and Safeguarding

The Protocol and High-Level Engagement Officer is bound by SPAG's policy framework, including the Code of Conduct, Conflict of Interest, Anti-Fraud and Corruption, Data Protection and Privacy, Safeguarding and PSEAH, and applicable confidentiality requirements. In particular:

- Gifts, hospitality and travel offered by counterparts are declined or declared, and cash or cash equivalents are never accepted.
- Access to the President is never offered or arranged in exchange for any personal or institutional benefit.
- Engagement details, travel plans and participants' information are treated as confidential, with particular care where security risks exist.
- Actual, potential or perceived conflicts involving counterparts, organisations or suppliers are declared and managed promptly.
- Safeguarding standards are applied to all events and visits, including those involving community members, young people or persons at risk.

8. Competencies



9. Learning, Development and Professional Benefits

SPAG seeks to ensure that service with the Association contributes to the professional growth and development of its personnel and volunteers. Subject to role requirements, performance, availability and institutional resources, the incumbent may benefit from:



10. Qualifications and Experience

10.1 Education

A university degree in international relations, diplomacy, public administration, communications, events management or a related field. An advanced degree is desirable.

10.2 Experience

- A minimum of five years of relevant professional experience in protocol, diplomatic affairs, external relations, high-level event management or executive office support.
- Demonstrated knowledge of diplomatic and institutional protocol, and experience organising engagements with senior government or international officials.
- Excellent planning, coordination and attention to detail, with the ability to deliver under time pressure.
- Experience with embassies, international organisations or ministries of foreign affairs is highly desirable.
- Knowledge of Sudanese and regional institutional and cultural protocol is an asset.

10.3 Languages

Fluency in both English and Arabic is required. Knowledge of French is an asset given the Association's legal seat in France.