

**Chief of Staff - Office of the [Head of State]**

## [Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as a member of the senior management team in the Office of [Head of State], with authority over a wide range of management and technical assignments within the organization. They will also be assigned special projects that may be on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of office staff, professionals, consultants, executive assistants, office secretary, and the scheduler to varying degrees at the [Office]. They will work collaboratively with members of the core committee under the leadership of the [Head of State] and assist the [Head of State] himself.

# Nature and Scope

The COS will liaise, organize, and execute in relation to internal stakeholders including the [Head of State], Cabinet, advisors and special advisors, ministry officials, administrative staff, employees, campaign aides, staff in the constituency, and others. They will also liaise, organize, and execute in relation to external parties including foreign government officials, senior members of the bureaucracy, political appointees and representatives, members of the judiciary, legislators, multilateral organizations, armed forces personnel, international media, civil society groups, members of industry, private sector representatives, ambassadors and emissaries, and representatives from other public bodies.

# Principle Duties

## The COS will:

* Be the Principal Advisor to [the Head of State.]
* be responsible for directing the operations of the Office [of Head of State] while maintaining constant interface with the cabinet, legislators, senior bureaucracy, the ministries, foreign representatives, government officials, multilateral organizations, representatives of civil society and the private sector, ambassadors, and constituency representatives, to ensure that key issues are proactively addressed. The Chief of Staff serves as the [Head of State]’s liaison to various committees as well.
* manage the bi-directional flow of communication in and out of the Office of [Head of State] to ensure consistent and responsive message delivery to internal and external bodies, agencies, and offices.
* assist in adhering to the requirements of the Office, constitutional requirements, government regulations, and the highest ethical standards and integrity required for the Office.
* assist in developing and coordinating the media strategy (including social media) for the Office, and support and advise the [Head of State] on their media appearances, strategy, and presence.
* help prepare press releases and work with the Office’s media team to provide high-quality inputs to media agencies on behalf of the Office.
* lead and direct specific initiatives within the organization’s long-term and strategic direction.
* coordinate some specific engagement activities with the Office around specific strategic and operational matters.
* generate and coordinate assignments, as needed. Work independently to complete assignments involving the appropriate internal or external contacts.
* coordinate comprehensive projects and assignments that require coordination of several different ministries, departments, bureaus, and agencies.
* prepare an agenda for each senior executive meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up. Occasionally attend such meetings in lieu of the [Head of State].
* attend multilateral and bilateral conferences, with and without the
* attend important social events and gatherings as a representative of the [Head of State], maintaining the foremost protocol and adherence to decorum.
* liaison with the [Head of State]’s political party and maintain requisite compliance with Campaign Finance Laws.
* liaison with the [Head of State]’s core constituency and its members and representatives.
* monitor international situations and events to brief the [Head of State] as and when required
* develop data analysis and write reports for use in executive decision-making. handle data, communication and projects that are highly privileged and confidential.
* provide leadership in the development and administration of organization-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* build and maintain mutually supportive relationships with all tiers of the organization, including management, staff, outside agencies, when necessary. Work to remove barriers that hamper inter-and intra-department communications.
* coordinate and monitor assignments which must be accomplished in conjunction with other ministries and departments.
* represent the [Head of State] in events and functions of the diplomatic corps and ambassadorial functions, as well as important local community functions.
* keep ready executive aircraft and other travel resources for the [Head of State], in coordination with the Protocol Division and other relevant national and foreign agencies, to ensure seamless movement.
* oversee the [Head of State]’s security detail, including liaison with the intelligence, [Interior Ministry], [Foreign Ministry], and armed forces.
* assist in the preparation of speeches and discourses to be given the by [Head of State], in coordination with the speechwriting team.
* supervise the work of the Private Secretary and Executive Assistant[s] on a regular basis.
* ensure timely and smooth arrival and protocol for foreign dignitaries arriving inbound, in coordination with relevant agencies and ministries.
* perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* the principles, practices and methods utilized in progressive leadership and staff level management.
* skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups across various functions.
* campaign finance laws.
* government regulations.
* the Constitution.
* the core constituency of the [Head of State].
* excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* writing press releases and preparing materials for the media. Excellent oral and written communication skills including creative writing, presentation development and presentation skills.
* the ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* the ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* the ability to establish and maintain effective and harmonious relations with other departments, ministries, and agencies.
* working in a fast-paced environment; and commitment to completing tasks on time and to the highest ethical and professional standards.

# Minimum Requirements

Master’s Degree in Business/Public Administration or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined higher education/training and experience.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the organization. [Organization name] has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment.*