

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

## [Description]

Salary commensurate with qualification, education and experience.

We recommend membership in The Chief of Staff Association forms part of any remuneration package.

Position Information

# Basic Function

The Chief of Staff (COS) serves as a member of the Office of [Head of State’s] senior management team, 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 works principally as an advisor to the Head of State but also collaborates with members of the executive committee to maintain strategic alignment. The COS supervises the work of office staff to varying degrees, including but not limited to consultants, executive assistants, office secretary, and the scheduler.

# Nature and Scope

The COS is chiefly responsible for liaison, organization, and the execution of tasks that improve the CEO’s ability to deliver the Head of State’s strategic agenda. The COS assists the Head of State in driving internal stakeholder engagement with Cabinet, advisors and special advisors, ministry officials, administrative staff, employees, campaign aides, staff in the constituency, and others.

They also act as the primary contact for external parties including foreign government officials, senior members, political appointees, members of the judiciary, legislators, multilateral organizations, armed forces personnel, media, civil society groups, members of industry, private sector representatives, ambassadors and emissaries, and representatives from other public bodies

# Principle Duties

## The COS:

* Is the Principal Advisor to [the Head of State.]
* Manages the bi-directional flow of communication in and out of the office to ensure consistent and responsive message and strategy delivery across department functions.
* Is responsible for directing the operations of the Office [of Head of State] while maintaining constant interface with key internal and external stakeholders.
* Serve as the [Head of State]’s liaison to various committees.
* Adheres to the constitutional requirements, governmental regulations, and the highest ethical standards and integrity required for the Office.
* Assists in the development and coordination of the media strategy (including social media) for the Office, and supports and advises the [Head of State] on their media appearances, strategy, and presence.
* Prepares an agenda for each senior executive meeting and provides 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].
* Attends multilateral and bilateral conferences as well as important social events as a representative of the Head of State, maintaining the foremost protocol and adherence to decorum.
* Represents the [Head of State] in events and functions of the diplomatic corps and ambassadorial functions, as well as important local community functions.
* Liaises with the [Head of State]’s political party and maintains requisite compliance with Campaign Finance Laws.
* Liaises with the [Head of State]’s core constituency and its members and representatives.
* Monitors international situations and events to brief the [Head of State] on oncoming risks and opportunities.
* Gathers and interprets data for use in executive decision-making. Handles data, communication and projects that are highly confidential with discretion.
* Provides leadership in the development and administration of organization-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* Coordinates and monitors assignments that must be accomplished in conjunction with other ministries and departments.
* Readies 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.
* Oversees the [Head of State]’s security detail, including liaison with the intelligence, [Interior Ministry], [Foreign Ministry], and armed forces.
* Assists in the preparation of speeches to be delivered by the [Head of State], in coordination with the speechwriting team.
* Supervises the work of the Private Secretary and Executive Assistant[s] on a regular basis.
* Ensures the timely and smooth arrival of foreign dignitaries in coordination with relevant agencies and ministries.
* Performs ad-hoc tasks and special projects as required.

# Core Competencies

## The COS must demonstrate competency in and knowledge of:

* The principles, practices and methods of progressive leadership and staff level management, with a particular emphasis on directing programs, staff and cross-functional teams in an efficient and effective manner.
* Build and maintain effective internal and external stakeholder relationships; including stakeholder mapping and communications plans.
* Filtering and prioritizing information, particularly in relation to the management of the Head of State’s time.
* Navigating government regulations and bureaucracy.
* Risk mitigation and crisis management practices and strategies.
* Time-efficient project management completed to the highest ethical and professional standards.
* Organization and analysis, with the ability to evaluate data and formulate recommendations that improve strategic performance.
* Oral and written communication skills; with a particular acumen for persuasive communication, mitigating and defusing conflict and stakeholder management.
* Campaign finance laws.
* Write press releases and prepare materials for the media.
* Prioritize work actions and follow-up with meticulous attention to detail.
* Work effectively under pressure, handle multiple priorities, tasks, demands and time-sensitive situations.

# 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.

