

TERMS OF REFERENCE

IWA Global Events & Awards Officer

The International Water Association (IWA) is a global network of water professionals bringing people and institutions together from across the water cycle to deliver equitable and sustainable water solutions for our world. The IWA aims to connect people with a diversity of backgrounds to generate innovative solutions and new opportunities to tackle urban and basin-related water challenges.

Each year IWA organises and supports many specialised conferences and seminars on a wide variety of topics in water management in locations all over the world. The physical location of these conferences demonstrates the truly international nature and global reach of IWA. Furthermore, the conference programme reinforces the name and brand of IWA and provides exposure to non-IWA members.

On average 30 conferences are organised per year. Some are fully managed and organised from the IWA office in Den Haag, Netherlands, some are fully organised by our members (Specialist Groups), and others in partnership (with responsibility shared between IWA office and our members). Many IWA conferences have started to use an online system to collect submissions and undertake the peer-review as a tool for selecting papers for inclusion in the conference programme.

Under the general supervision of the Global Events Manager, the Events & Awards Officer has the responsibility to support the development of the technical programmes for IWA's conferences. The Events & Awards Officer will also support the IWA Awards programme implementation, in close connection with the IWA Tier 1 events project cycles. You would be joining a multi-national office of dedicated professionals with English as the official language of the association. This position entails the following specific duties and responsibilities:

Administer programme development for the designated conferences organised from the IWA operational office.

This includes:

- Supporting the online submission and peer review of the technical programme development – papers, posters, trainings and workshops.
- Support the liaison with programme committees and conference organisers.
- Update, upon request, the events website and QA
- Support the events implementation and technical programme onsite
- Contributing, under the general guidance of the line manager, to the event pre-print proceedings assembly.

Support the Coordination of other designated IWA Events

- Support the proposal and approval process for IWA Conferences.
- Support the planning and execution of conference marketing – emails, newsletters, brochure design and production.
- Support post-event follow-up to obtain reports, reviews and delegate lists.
- Under the direct guidance of the events manager, act as the contact point for designated conference related enquiries.

Support the awards programme development

- Setup calls for nominations and award committees.
- Support implementation of award project cycles in full alignment with overall IWA Events & Awards strategy.
- Contribute to awards website development, updates and QA.
- Under the direct guidance of the events manager, act as the contact point for designated awards related enquiries.

Administration and Management Support

- Carry out administrative duties required to function within IWA Secretariat.
- Develop and use work plans to guide work and track results.
- Support the IWA Management in establishing a well-functioning organisation.

- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners.
- Undertake other sporadic supporting tasks upon request of the line manager.

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Global Events Manager.

Qualifications and Experience

The position would suit a recent graduate with an interest in conference management or publishing seeking to work in the environmental and/or not-for-profit sector.

ESSENTIAL:

- Mastery of English is essential;
- Experience with data entry and database management.
- Organisational and time management skills with a proven ability to manage competing priorities monitor and coordinate administrative processes and information flows to meet deadlines;
- Well-developed verbal and written communication and interpersonal skills, including ability to communicate with people from a variety of cultural backgrounds;
- Demonstrated ability to adapt to, and utilise, existing and new office technologies (e.g. computer software, and web-based communication systems);
- Attention to detail;
- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;
- Eligible to work in the Netherlands and the United Kingdom (under the current requirements);
- Valid passport and willingness to undertake some international travel.

DESIRABLE:

- Knowledge and/or experience of peer review principles and processes;
- Knowledge of Peer Review systems;
- Experience working with external suppliers (designers, PCO, software providers);
- Proficiency in additional languages.

Work percentage: 1 FTE (5 days a week)

Duration: 12 months (with possible extension)

Duty station: The Hague, Netherlands
(With the possibility of relocating to London, United Kingdom in Q2 2020)

Reporting to: Global Events & Awards Manager

How to apply:

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail before May 31st 2019 to: IWA Human Resources department, Ms. Thais Gonçalves, recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED