

## **TERMS OF REFERENCE**

### **IWA Global Events Officer - Logistics**

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 35 conferences are organised per year. Some are fully managed and organised from the IWA office, some are fully organised by our members (Specialist Groups), and others in partnership (with responsibility shared between IWA office and our members).

In order to serve our members and partners from China, Asia and the globe better, IWA established a new Global Operation Hub in Nanjing, China in 2018. In turn, IWA has registered a new entity “Nanjing IWA Science & Technology Co., Ltd.” to undertake businesses of the new Global Operation Hub. By building units for event, incubation, learn and intelligence, IWA new Hub in Nanjing will accelerate innovation in the water sector and pragmatically reach water security and sustainability.

Under the general supervision of the IWA Global Events Manager - Logistics, the IWA Global Events Officer - Logistics is responsible for supporting all aspects of executing of the international events of The International Water Association. The principal duties of this position include: 1) Identify and negotiate with suppliers and vendors, 2) be responsible for the pre-event registration of delegates, 3) support event logistics during the entire event cycle.

#### **1. Support Event Logistics Management (90%)**

- Actively work towards a standard that further establishes IWA as the leading organizer of high quality water events with the attendance of the leading water and related sector professionals;
- Be the main focal point in charge of managing online event registration (through a dedicated software);
- Support the implementation of logistically successful events using a range planning tools and other means (ie. production schedules, timelines, event specs etc);
- Support the event Manager in preparing pre and post event reports, analyse event planning and operations and prepare and implement recommendations for improving event organisation;
- Support event manager including all aspects of on-site event management;

- Support the execution of event production timelines and plans for event staffing incl. coordination of travel and accommodation;
- Develop event documentation required for each event (ie. event details, work orders, briefing notes etc.);
- Support identifying, securing bids, negotiating with and contract event vendors and suppliers;
- Together with the Events Manager, be the main liaison point with third party suppliers (PCO companies, hotels, venues, material suppliers);
- Support all equipment/supply for events (incl. storage, inventories, transportation, purchases);
- Prepare status reports on IWA event organization.

#### **4. Administration (10%)**

- Carry out administrative duties required to function within the IWA Secretariat;
- Develop and use annual work plans to guide work and deliver results;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with members and partners;
- Performing other event related duties as assigned by management.

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 IWA Global Events Officer - Logistics.

**Work percentage: 1 FTE (5 days a week)**

**Duty station: Nanjing, China**

**Reporting to: IWA Global Events Manager - Logistics**

#### **Qualifications and Experience**

- At least 3 years of experience working in large international conferences;
- Experience with dealing with event suppliers (PCO, venues, hotels, etc);
- Advanced MS Excel skills;
- Experience in procurement and negotiation (vendors, suppliers, etc);
- Mastery of Chinese and English is essential;
- Attention to detail;

- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;
- 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);
- Valid passport and willingness to undertake some international travel (5% of the time).
- Knowledge of event registration software;
- Proficiency in additional languages is a plus.

#### **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 15<sup>th</sup> September 2019 to: IWA Nanjing Human Resources department, Ms Jing FAN, [jing.fan@iwahq.org](mailto:jing.fan@iwahq.org)

IWA is an equal opportunity employer.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**