**Terms of Reference for an Events Coordinator**

# Background

The Collaborative Africa Budget Reform Initiative (CABRI) is an intergovernmental organisation of Ministries of Finance and Budget from across Africa, which provides a unique platform for peer exchange and learning amongst senior public finance managers. CABRI is a catalyst of country-led reforms and understands that local context matters.

CABRI would like to recruit a **Bilingual (French/English)** Events Coordinator to support the Events Manager in the planning, organising and execution of CABRI events.

# Duties of the Events coordinator

The Events coordinator will be expected to produce the following deliverables, among others:

* Identify the requirements and expectations for each event.
* Undertake research and provide recommendation on suitable service providers
* Liaise with vendors and stakeholders during the event planning process.
* Deliver on logistical arrangements in the run up to an event, including booking of flights, securing accommodation and airport transfer, planning side events etc.
* Professionally and timeously respond to enquiries and requests by participants
* Prepare participant lists, logistics notes, name badges
* Provide onsite support including setup, registration and preparation of meeting packs
* Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
* Prepare post event evaluation forms and capture results for internal distribution.
* Support the Events Manager in executing his/her duties in the run up and during an event.
* Perform general administrative duties, including:
  + Coordinate and schedule team meetings and internal workshops
  + Manage incoming and outgoing correspondence where required
  + Store, file and retrieve documents and reports as and when needed

# Qualifications, Experience and Competencies

* A minimum requirement of a relevant recognized NQF level 5 qualification
* Minimum 3 year’s relevant event coordinating experience
* Proficiency in Microsoft Office suite
* Strong written and verbal communication skills
* Ability to pay meticulous attention to detail
* Excellent time management skills, ability to multi-task and prioritize
* Good interpersonal skills and demonstrated ability to work as part of a team
* Fluency (read, speak, write) in both English and French is a prerequisite. Candidates who do not meet this minimum requirement will unfortunately not be considered for this position

# General Information

The duration of the contract is for a period of three years.

All posts will be advertised on an equal opportunity basis and qualified people are encouraged to apply. Employment will be on full-time basis.

**The deadline for applications has been extended to 24 September 2020. We strongly encourage interested candidates to apply as soon as possible.**

Applicants who do not hear from us within three weeks of the closing date, should consider their application as unsuccessful.

Please submit a cover letter and your CV in English to [hr@cabri-sbo.org](mailto:hr@cabri-sbo.org)