

Vacancy Announcement

Senior Event Manager – Consultant

Title:	Senior Event Manager.
Contract type:	Consultancy contract – part time for 1 st 6 months, increasing for last 6 months.
Contract duration:	September 2023 – 31 st December 2024 .
Reporting to:	Capacity Development Director.
Start date:	As soon as possible, September 2023 ideally.
Location:	Work from home; Europe based but can be flexible, maximum 3 hours time difference with UK.
Application deadline:	3 September.

About the NCD Alliance:

The NCD Alliance (NCDA) is a unique civil society network, dedicated to shaping a world in which everyone can live a healthy and productive life, free from the preventable suffering, stigma, disability and death caused by non-communicable diseases (NCDs). NCDA brings together over 400 members in 80 countries, including a network of 71 national and regional NCD alliances, to form a respected, united and credible global civil society movement. NCD Alliance is uniquely placed to drive the NCD agenda forward as a recognised global thought leader on NCD policy and practice, a convener of the civil society movement, a partner to governments and UN agencies, and an advocate for people at risk of or living with NCDs. NCDA is headquartered in Geneva Switzerland, with staff based in multiple countries including Switzerland, UK, USA, Spain, Nigeria and Argentina.

Please find more information about the NCD Alliance here - www.ncdalliance.org.

About the Global NCD Alliance Forum:

The Global NCD Alliance Forum (the Forum) is NCDA's flagship convening platform, held biannually to unite NCD civil society, coordinate on global advocacy and policy, promote knowledge exchange, share good practice and strengthen capacity to accelerate action on NCDs. The fourth Forum will be convened by the NCD Alliance in partnership with local host organization, Rwanda NCD Alliance, on the 20-22 October 2024 in Kigali, Rwanda at the Kigali Convention Centre.

The Forum will build off the legacy of the previous editions held in 2015, 2017 and 2020, in Sharjah, UAE. It will convene approximately 600 representatives from the NCD community, primarily civil society but also multilateral agencies, governments, academia, and relevant private sector. It is an invitation-only, in-person 3-day event, with side-meetings and satellite meetings as well as the main programme of plenaries and workshops.

Job description:

The NCD Alliance seeks to hire a Senior Event Manager with suitable experience and background to lead and deliver a successful Forum that convenes the global NCD community and furthers NCD Alliance's strategy. The Senior Event Manager will be responsible for managing two consultants working on the Forum – one working on the programme and another one on logistics. The Senior Event Manager will also collaborate, manage and coordinate with the local host organisation and the

various committees/contractors established to design and implement the Forum. They will collaborate with the different units in NCDA to ensure that the Forum is delivering on its objectives, meeting needs, promoting key messages, with key activities implemented consistently across the organisation.

Main Responsibilities:

Plan and deliver an outstanding Global NCD Alliance Forum, with a powerful programme that attracts delegates from around the world:

- Develop and deliver against a detailed project plan, timeline and budget for the Forum, ensuring timely delivery of milestones, ongoing project management, financial management, stakeholder management, risk management, and M&E.
- Manage two consultants in the Forum team, one responsible for developing the programme and leading on logistics.
- Act as a NCDA representative with local host, sponsors, high-level leaders, delegates and participants, key local stakeholders (such as Rwanda government officials, etc).
- Ensure close collaboration and coordination with the Forum local host organisation in accordance with an agreed upon MoU.
- Ensure close collaboration and coordination of logistics with the Professional Conference Organiser (PCO) based in Kigali.
- Support and manage the governance structure of the Forum e.g. Global Forum Planning Committee, support local host organisation with the local Forum Planning Committee, support report backs to the NCDA Board. Ensure that the various committees established have all the necessary information, run smoothly and engage all the key stakeholders.
- Support NCDA Partnerships and Membership unit in the development of a Forum sponsorship plan and packages and benefits for members, and strategy for outreach to partners/potential donors.
- Work across the NCDA team to ensure the Forum fulfils the organisational strategy, priorities and expectations.
- Develop a set of KPIs for the Forum to monitor and measure impact and progress.
- Conduct any negotiations with relevant organisations to ensure that robust contracts/MOUs are in place with local suppliers and are followed through to completion.
- Lead any protocol activities as necessary, working closely with strategic partners like the host, Ministry of Health, PCO etc.
- Conduct site visits in the lead up, as and when required.

Experience and skills:

Essential:

- Minimum of 7 years of professional experience in conference/congress/event management.
- Demonstrated skills, knowledge and experience in the design and execution of events/conferences and all its components e.g., PCO management, programme development, logistics, communications, engagement activities for members, etc.
- Full understanding of how events benefit and impact a membership organisation.

- Demonstrated experience in delivering events virtually, face-to-face and/or hybrid. Knowledge of different platforms would be an asset.
- Proven experience in coordinating events for different purposes.
- Proven negotiation skills.
- Ability to work with and influence senior executives in the public and private sector.
- Experience developing and managing budgets and excellent financial management.
- Commitment to working with shared leadership and in cross-functional teams.
- Excellent interpersonal and communications skills; the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment (and across various time zones).
- Team/line management experience.
- Ability to manage multiple projects at a time and to work to tight timescales with others.
- Strong creative, strategic, analytical, organisational and personal sales skills.
- Strong oral, written and presentation skills.
- Proficiency in English
- Computer literacy in word processing, data base management and page layout.
- Availability for some international travel abroad.
- Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

Desirable:

- Experience of working in events in the not-for-profit or association sector.
- Written and oral communication skills in other languages (French and Spanish) desirable.
- Experience of working with Monday.com as a project management platform

Next steps:

Interested candidates should send a cover letter referencing how they possess the required experience and skills (up to 2 pages) and their CV/portfolio and daily rate, to jobs@ncdalliance.org. Please clarify in the cover letter your current location and when you would be available to start. Deadline for applications is the **3 September 2023**. We regret that we are only able to contact shortlisted candidates. We aim to conduct the interviews the weeks of 11th and 18th September.