

JOB DESCRIPTION



FUNCTION: EVENT Officer

DATE : 18 February 2016

Context

Purpose	<p>Ensure a good preparation and facilitation of two events, planned by HO in Vietnam:</p> <p>a) Prospection mission Bike Classics of staff HO end of April: preparing, accompanying them during the mission, follow up actions;</p> <p>b): Yearly campaign 2017: prepare visit volunteers & Students (July 2017), select stories, identify interesting farmers for campaign</p> <p>All activities will be done in close collaboration and coordination with staff of Head Office in Belgium.</p>	
Reports to	Regional Director	
Manages	(none)	
Relation and Co-ordination	Name(s) of the functions or units	Type of relations
	Regional Program Coordinator	Alignment and integration of program in the events
	Program staff (appointed for organize bike classics)	Continuously briefing on state of affairs, all aspects of the organisation and follow up issues.
	Finance & Admin Manager	Compliance with VECO cost norms and financial accountability
	Communication Officer	Develop stories, deliver information for follow up
	HO staff Bike Classics HO staff Campaign	Close collaboration, complying with the VE expectations for Bike classics and Yearly Campaign
Position in the organisation	Event officer	
Location	VECO Mekong Regional Office, Hanoi, Vietnam	
Job size	5 months Full-time	
Travels	Travel in North Vietnam provinces	

Responsibilities

<p>VIETNAM BIKE CLASSICS</p> <ul style="list-style-type: none"> ▪ being contact person for the VECO HO (Belgium) team who organise the event. ▪ Support the preparations of the prospection mission ▪ accompanying the delegation of VECO HO during the preparations from 12 to 22 April 2016. ▪ Management of the practical arrangements for the prospection and for the classics: <ul style="list-style-type: none"> ✓ Accommodation: negotiations, bookings,...

- ✓ Meals, dinners, drinks,...
- ✓ Local transport (bus, truck, jeep,...)
- ✓ Follow-up of the budget, administration of the expenses, making up the intercompany (with the support of the financial desk of VECO Vietnam)
- ✓ Partner visits (with the support of the program team of VECO Vietnam)
- ✓ Security on site
- ✓ Obtaining governmental permissions for the prospection and for the Bike Classic.

CAMPAIGN 2017

- Preparing the visit of the students and volunteers that is planned in July 2016
 - ✓ develop the program of the visit (in collaboration with Hannelore Tyskens and Sarah Wulbrecht)
 - ✓ prepare all arrangements of the practical issues (visit to partners, accommodations, transport, food etc....)
 - ✓ Accompany the Belgian group during the visit: facilitate, translate
- Delivery of supportive information for campaign
 - ✓ Collecting stories, information on situation of farmers and from other actors involved
 - ✓ identification of interesting (media) cases for publication in magazine(s)
 - ✓ identification of interesting places and interesting people for meeting with the Belgian group.
 - ✓ Identification of strong individuals (farmer m/f) that have the appearance for being the “face” of the campaign.

Job Requirements

Qualifications and technical knowledge	<ul style="list-style-type: none"> ▪ Bachelor or Master (or equivalent experiences) in Communication, Logistics, Event management or other relevant fields
Languages	<ul style="list-style-type: none"> ▪ Excellent Vietnamese knowledge, both spoken and written (native language) ▪ Very good working knowledge of English, both spoken and written ▪ Knowledge of local ethnic language of the regions that will be visited, an advantage but not required
Experience	<ul style="list-style-type: none"> ▪ Experience in successful event organising and implementation ▪ Experience in working and/or relating with development organisations ▪ Experience in setting up a campaign ▪ Experience in working with Vietnamese government administration ▪ Experience with mountain-biking in (N) Vietnam is an advantage
Skills and knowledge	<ul style="list-style-type: none"> ▪ Can manage events ▪ Ability to write stories in English ▪ Possess combined creativity, innovation and good common sense in resource generation and mobilization. ▪ People-oriented person with excellent communication, interpersonal, and negotiation skills ▪ Keen and proactive ability in building relationships with different actors ▪ Ability to relate productively in multi-cultural setting ▪ well organized, efficient and cost-effective and able to manage own time

	<p>and workload</p> <ul style="list-style-type: none"> ▪ Creates strong morale and team spirit within the VECO organization for the events ▪ Target-driven and results-oriented ▪ Possess the ability to give presentations, to address a bigger group
Attitude	<ul style="list-style-type: none"> ▪ Has a strong affinity with VECO vision, mission and values (commitment) ▪ Possesses positive attitude focussed on win-win solutions (a winner) ▪ Open to working with different actors (pragmatic) ▪ Acts with integrity and respects for others (working together) ▪ Constructively challenges self and others (making it happen) ▪ Can be relied upon to deliver commitments (accountable) ▪ Inspires people to act in accordance with the vision, mission, values & plan of VECO (alignment). ▪ Fosters open dialogue and shares successes (building effective teams) ▪ Willingness to learn and share lessons learnt (active learner)