

GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU

ENSEIGNEMENT SUPERIEUR
MINISTRE DE L'EDUCATION ET DE
LA FORMATION

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Port Vila, Vanuatu
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GOVERNMENT
OF THE REPUBLIC
OF VANUATU

TERTIARY EDUCATION
MINISTRY OF EDUCATION AND
TRAINING

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Job Description

Event Coordinator for the organization of a Symposium on “Education, Cultures, Identity”

We are looking for an experienced and motivated event coordinator to assist the established committee to organize the symposium: “Education, Cultures, Identity” in Port-Vila on 24-25th June 2020.

You will be contracted for three (3) months from April 2020 and will be responsible for logistic aspects of the event. You will report to Mr Pierre Metsan and Mrs Anne-Sophie Vivier and to the symposium committee.

The suitable candidate will have the following profile:

- Be responsible for all the logistic aspects of the event.
- Must be well-organized and competent in vendor management.
- Communication skills and attention to details will set apart the best among the candidates.
- Demonstrate enthusiasm and passion for the job.

The symposium is listed as part of 40th anniversary celebration of Vanuatu Independence.

Responsibilities

- Call meetings for the symposium committee and take minutes of the meetings
- Book venues for the event and accommodations for participants
- Arrange transport for participants
- Develop a program: opening event, scheduling the speakers, closing event
- Research vendors (catering, decorators, musicians etc.) and employ the best combination to achieve value for money
- Negotiate with vendors
- Manage all event operations (invitations, RSVP, preparing venue, IT system, catering, etc.)
- Be responsible of the setting of events on the day (e.g. tables, technology) to ensure everything meets standards

- Oversee event happenings and be pro-active to resolve problems
- Evaluate symposium success (drafting a participant survey) and submit final report to the committee

Skills required

- Proven experience as event coordinator
- A proven track record of organizing successful events
- Demonstrating understanding of the supply available in country
- Capacity to work individually
- Good reporting skills
- Proficient in MS Office
- Excellent vendor management skills
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Ability to communicate and write in Bislama, English and French

Degree in hospitality management, public relations or relevant field is preferred.

Local contract for 3 months: 80 000 VT/ month

Please send your application to Mr Pierre Metsan, PEO Higher Education at the following address: metsanp@vanuatu.gov.vu and copy to avivier@vanuatu.gov.vu

Closing Date: Wednesday 25th March 2020, 4 PM