## AWEPA vacancy announcement

# Event & Logistics Officer

## at our headquarters in Amsterdam

**(40 hours)**

### About AWEPA

The *Association of European Parliamentarians with Africa (AWEPA) works in cooperation with African Parliaments to strengthen parliamentary democracy in Africa, keep Africa high on the political agenda in Europe, and facilitate African-European Parliamentary dialogue. AWEPA does this by supporting national and regional parliaments and local authorities by organising training and workshops, conferences, seminars and exchange visits.*

### Purpose of the position

The Event & Logistics Officer will provide support to the organization by effectively performing a wide variety of administrative, analytical and events organising duties.

### Place in the Organisation

The Event & Logistics Officer reports to the Chief Administrative Officer.

### Description of main tasks and responsibilities

**Events & Logistics tasks**

Travel Management

- Arrange all aspects of travel for staff members and other delegates travelling on behalf of AWEPA. This includes flights, hotel bookings, airport transfers, local transport, per diems etc;
- Arrange for visas, as and when required;
- Prepare travel information for the Finance Department i.e. invoices, project codes, reimbursements etc.;
- File travel reports.

Event Organisation, Implementation, Evaluation and Reporting

- Coordinate with Head of the President's office and Programme Managers on the planning, organising, implementing, evaluating and reporting of AWEPA meetings and events;
- Participate in brainstorming and planning sessions for projects and initiatives;
- Send out invitations and register event participants on the event site(s);
- Handle logistics for meetings, conferences and other AWEPA events liaising with relevant Programme Managers and AWEPA offices;
- Create reports on registrants' confirmations, contacts, travel, hotel lists, per diems etc.;
- Make badges and name plates.

**Secretarial tasks**

- First point of reference for telephone and visitors;
- Responsible for general secretarial duties such as registering mail, typing, copying, filing, faxing, keeping up the public calendar and supplying information to third parties;
- Take care of correspondence (writing, postage, courier, distribution, packages);
- Manage (update) internal lists: telephone list, e-mail addresses, contact details, database and several working lists;
- Responsible for the distribution of emails from the general Inbox;
- Facilitate management level meetings: beverages, documentation, technical assistance and other related tasks;
- Update and maintain the AWEPA database, the donor contract register, and the conference and Secretariat handbook.

**IT/Telephone tasks**

- Contact person for IT service providers
- Contact person telephone/telephone switchboard and printer issues;
- Create and update Email contact groups;
- SharePoint administrator and contact person;

## Required knowledge and skills

- A National of a European Union member State or has a valid work permit for the European Union;
- Working experience in a similar position;
- Fluent command of the English and Dutch language, knowledge of the French language would be an asset;
- Experienced in using Microsoft office;
- Accurate and punctual;
- Friendly disposition, team player and service-oriented;
- Able to work independently while showing initiative and sense of responsibility;
- Ability to work under pressure and prioritise effectively;
- Comfortable working in a multi-cultural environment.

## What can AWEPA offer you?

A challenging job at a non-governmental organisation operating in an international environment. The employment period will initially be for six months with the intention to offer an extension. The Office Assistant will work on a full-time basis (40 hours) and is based in Amsterdam. The salary will be set in accordance to relevant experience and background. Starting date: as soon as possible.

## Application Procedure

Please send your cover letter and CV in English to Ms. Martien Meenhorst, recruitment@awepa.org by Monday 12th January 2015. Only shortlisted applicants will be contacted.

For more information about AWEPA, please visit our website at www.awepa.org.