

Project title:	EuropeAid/140471/DH/SER/MULTI: Assistance for the Implementation of Technical Assistance and Information Exchange (TAIEX) Activities: Provision of Logistical Services and Financial Management
Position:	Travel and Event Logistics Manager
Location:	Globally
Eligible nationalities:	All nationalities
Start of project:	1 st of August 2020
Assignment duration:	24 months
Deadline:	6th of March 2020
Objective and purpose of the project:	The overall objective of the contract is to provide logistical support for TAIEX events in a timely and efficient manner and thereby support the TAIEX beneficiaries in building and extending their administrative capacity. The specific purpose is to provide logistical means for TAIEX events, with particular emphasis on goods and services with a reduced environmental impact throughout their life cycle when compared to goods, services; as well as on value for money. In addition, ensuring that payments in relation to TAIEX events are executed transparently, economically, reliably and timely and services and supplies related to TAIEX events are purchased, contracted and managed efficiently and effectively in accordance with the contractual provisions.
Qualifications required:	<p><u>Qualifications and skills:</u></p> <ul style="list-style-type: none"> - A University diploma; - Proven strong communication skills and the candidate shall be fluent in the English language; - Working knowledge of French would be an advantage. <p><u>General professional experience :</u></p> <ul style="list-style-type: none"> - At least 7 years, preferably 10 years of proven professional experience in the at least 2 of the following areas: event organiser, event manager, travel agent, logistics expert. <p><u>Specific professional experience :</u></p> <ul style="list-style-type: none"> - At least 3 years, preferably 5 years of proven professional experience in logistics management including management of sub-contractors and supervision of lower level staff engaged in coordination of logistic activities; - Experience in TAIEX will be an advantage.
Other information:	<i>If you are interested in this position, please send your CV under the heading “Assistance for the Implementation of Technical Assistance and Information Exchange (TAIEX)” Only selected candidates will be contacted.</i>
Contact:	lot2@ntu.eu