

EXPERT ON ORGANISATION OF EVENTS, LOGISTICAL ORGANISATION

Technical Assistance package for the Sustainable Energy Support Programme in Tajikistan

Terms of Reference for Short Term Expert

Expert position	Expert on Organization of Events, Logistical Organization Expert
Expert Category	Junior Non-Key Expert
Mission start-end date	01.03.2024 – 13.11.2027
Minimum requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> ▪ A University degree in Event Management, Logistics, Business Administration, or a related field is preferred. ▪ Minimum of 6 years of professional experience in service industry ▪ Entry-level experience in event planning, logistics coordination, or related roles is desirable, although not mandatory. ▪ Strong organizational and multitasking skills, with attention to detail. ▪ Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders. ▪ Proficiency in Microsoft Office applications for event planning and documentation. ▪ Fluency in English, both written and spoken. Knowledge of Tajik or Russian languages is advantageous. ▪ A proactive and adaptable attitude, with a willingness to learn and contribute to the success of events and logistics within the Technical Assistance Programme.
Duration/working days	Up to 410 working days
Task(s) assigned	<p>Event Planning: Assist in the planning, coordination, and execution of workshops, conferences, seminars, and other events related to the Technical Assistance Programme.</p> <p>Logistical Support: Manage logistical aspects of events, including venue selection, travel arrangements, accommodations, catering, and equipment setup.</p> <p>Participant Coordination: Liaise with participants, speakers, and stakeholders to ensure smooth attendance, communication, and coordination before and during events.</p> <p>Documentation: Prepare event agendas, invitations, materials, and reports, ensuring accurate documentation of proceedings.</p> <p>Budget Management: Assist in budget planning and tracking for events, managing expenses and cost-effective logistics.</p> <p>Information Dissemination: Support in disseminating event information, updates, and outcomes to relevant stakeholders.</p> <p>Compliance: Ensure compliance with program guidelines and procedures related to event organization and logistics.</p>
Output(s)	Inception, mission and progress reporting, etc. as requested