



Conference Coordinator - Temporary

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy Institute established in 2010 to help bridge the gaps between research, policy and practice in development efforts in Africa. The Institute seeks to entrench a culture of evidence-informed policymaking in public policymaking by supporting governments to address institutional and systemic barriers to evidence use, growing the community of practice in evidence-informed decision-making, translating practical evidence, and providing technical assistance to promote the uptake of the evidence in decision-making processes. The Institute's priority thematic areas are 1) Population Dynamics and the Demographic Dividend, 2) Health and well-being, 3) Environment and climate change, 4) Governance and accountability, 5) Transformative education and skills development, and 6) Gender Equality. For further details about AFIDEP and its work refer to www.afidep.org.

ABOUT THE PROJECT

AFIDEP is partnering with other institutions in Africa to introduce a biennial continental conference called the Evidence-Informed Development (Evi4Dev Conference). The purpose of the Evi4Dev Conference is to cent science, technology and innovation (STI) and evidence-informed policymaking (EIP) in Africa's development efforts in order to accelerate progress towards the realisation of the Agenda 2063 and the SDGs 2030 Agenda.

ABOUT THE POSITION

We are seeking a dynamic and experienced Conference Coordinator with at least 4 years' experience in planning and organising international conferences and events. As a Conference Coordinator for the Evi4Dev Conference, you will play a crucial role in the planning, execution, and success of the conference, which is to be held in Nairobi, November 11-13, 2024. You will coordinate the activities of the Evi4Dev Conference, including liaising with sponsors, service providers, vendors and internal teams to ensure seamless event management from start to finish.

The position will be based at AFIDEP's Kenya Office in Nairobi.

KEY RESPONSIBILITIES:

- **Client Interaction:** Collaborate with the AFIDEP and partner institutions to understand the conference objectives and requirements. Maintain strong relationships and provide exceptional customer service.
- **Conference Planning:** Lead the planning process for all aspects of conferences, including but not limited to program development, budget management and overall project logistics and timelines.
- **Partnership Development:** Develop and maintain strong relationships with key partners, including sponsors, exhibitors, and relevant industry organisations.
- **Client Consultation:** Work closely with the conference stakeholders and sponsors to define the event objectives, themes, and specific needs and requirements.
- **Venue Selection:** Ensure that the conference venue is suitable and aligned with the clients' expectations, budget, and logistical requirements.

- **Logistics Management:** Oversee the logistical details of the conference, including room setup, audio-visual equipment, transportation, and signage.
- **Suppliers /Vendor Coordination:** Liaise with various event service providers, such as catering, audio-visual, and transportation companies, to secure and manage contracts and ensure smooth execution.
- **Budget Oversight:** Develop and manage conference budgets, monitoring expenses and ensuring cost-effectiveness while maintaining quality.
- **Timeline Management:** Create detailed timelines and schedules for each conference, ensuring that all elements come together seamlessly.
- **Program Development:** Contribute to crafting conference agendas, including coordinating speakers, panel discussions, and workshops.
- **Problem-Solving:** Collaborate with partners and stakeholders to address any challenges that may arise during the planning and execution of conferences
- **Registration and Attendee Management:** Oversee the registration process, including online registration platforms, payment processing, and communication with attendees.
- **Marketing and Promotion:** Collaborate with the communications team to design promotional strategies, create marketing materials, and implement outreach campaigns to increase conference attendance.
- **On-Site Coordination:** Be on-site during conference to manage all logistical and operational aspects, troubleshoot issues, and ensure the event runs smoothly.
- **Post-Event Evaluation:** Conduct post-event evaluation to gather feedback from attendees and clients, identify areas for improvement, and apply lessons learned to future conferences.
- **Documentation:** Maintain thorough records of all conference-related activities, including contracts, invoices, and communication with clients and vendors.
- **Compliance:** Ensure compliance with all relevant regulations and permits necessary for events.

QUALIFICATIONS AND REQUIREMENTS

Required Qualifications and Experience:

- Master's degree in business management or other relevant qualification.
- Must have at least 4 years' experience in conference coordination or event planning.
- Strong organizational skills, attention to detail, and the ability to multitask.
- Proficiency in Microsoft Office and office management software.
- Excellent communication and customer service skills.
- Excellent organizational skills with a willingness to take initiative and be proactive in the procurement process.
- Excellent communications, facilitation, and negotiation skills.
- Excellent writing, speaking, and reading skills in English. Proficiency in French is an added advantage.
- Ability to work in a fast-moving, fluid team setting with multiple stakeholders.

APPLICATION PROCESS

To apply for this position, please submit a detailed CV and cover letter to recruitment@afidep.org including the position title "**Conference Coordinator-Temporary**" posted on the subject of the email by 09th May 2024. In your cover letter, please highlight your relevant experience and qualifications,

and explain why you are interested in this position. Your CV should include three relevant referees. Only shortlisted applicants will be contacted.

AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.