



**Events Officer
(Swazi National)**

The World Vegetable Center (WorldVeg) is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. WorldVeg conducts research and development programs that contribute to improved incomes and diets in the developing world through increased production and consumption of nutritious and health-promoting vegetables. For more information about World Vegetable Center, please visit our website: worldveg.org

WorldVeg seeks to recruit an Events Officer to coordinate public and internal events. The incumbent is required to contribute to the achievement of the World Vegetable Center's Eswatini public and internal events and assist in monitoring their implementation. Duties include coordinating media relations strategies and producing and disseminating materials for communicating information about the Center. The incumbent will be based in World Vegetable Center's Eswatini office in Manzini.

Objectives of this role

The successful candidate will work with the whole team to develop and deliver all events, including report or campaign launches, roundtables, and public events for the World Vegetable Center. They will coordinate the Center's collaborative and conference events with government, business, civic leaders, experts, while ensuring full compliance with all national and local regulations.

Job Responsibilities:

- Propose and organize activities, for example, networking activities, social events, etc., that are complementary to the event program.
- Provide on-site liaison and support, traveling when necessary.
- Assist with registrations, invitations, live online support, management of online meeting tools, shipments, and stand duty.
- Manage offers, rooming lists, signage orders, speakers.
- Ensure that catering and technical equipment are provided with quality standards for in-person events.
- Run post-event surveys and provide recommendations for future events.
- Manage external contracts and communication with suppliers and partners as necessary.
- Manage events budgets and ensure financial control and reporting.
- In collaboration with the Communications officer, develop content for event materials.
- Perform any other duties as required by the needs of the Center and as directed by the supervisor.

Qualifications and Experiences

- Bachelor's degree (or equivalent) in hospitality management or public relations
- Established relationships with vendors
- Experience in managing budgets and tracking expenses
- Experience in event planning or event coordination in a corporate environment
- Experience working with colleagues in graphic design, sales, marketing, and communications
- Advanced knowledge of PowerPoint and Excel
- Proficiency with English and local languages
- Proven track record of creative, successful events

- Excellent organizational, communication, negotiating, and multitasking skills
- Ability to remain calm under pressure and maintain a customer-service mindset

The Reward: This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits.

The candidate we hire will embody WorldVeg's Five Core Values:

1. *Dedication to Innovation and Knowledge Sharing* Supports the conduct of world-class science, respects ethical standards, and is committed to sharing results in a transparent manner.
2. *Commitment to Impact* Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.
3. *Commitment to Partnerships* Believes in the value of partnerships to advance research for development.
4. *Respect for People* Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.
5. *Respect for the Environment* Strives to minimize its environmental impact and to introduce greener technology and practices.

How to Apply: Applicants should submit a letter of application explaining their suitability for and interest in the position along with a *curriculum vitae*, a recent passport-size photograph, names, and addresses (including telephone/fax/e-mail) of three referees, and date of availability to info-esa@worldveg.org or the job bank site before **30 April 2024**. Please mention the position title in the subject line.

Qualified female candidates are strongly encouraged to apply.