

Oxfam AIDS Conference Coordinator
Consultancy
Terms of Reference

Purpose: To assist in coordinating the participation of Oxfam staff in the International AIDS Conference in Vienna, July 18th – 23rd, 2010.

Duration: June - August 6th, 2010
Part-time (3 days/week) in June 2010
Full-time (5 days/week) In July 2010
Part-time (3 days/week) in August 2010

Managing affiliate: Oxfam Ireland

Rationale:

OI Global HIV&AIDS WG has been tasked to prepare Oxfam's representation at the International AIDS Conference (IAC) in Vienna, Austria in July 2010. The Working Group (WG) has prepared a plan for Oxfam's representation at the conference.

All members of the WG are committed to dedicate time from their day-to-day work to best prepare Oxfam's representation at this conference. All members of the WG have however full time jobs and cannot match the intensity and focus required to deliver successfully on the plans that Oxfam has prepared. A Conference Coordinator is therefore required to work in collaboration with the OI Global HIV and AIDS WG and under the direct management of the Lead of OI Global HIV and AIDS WG.

In addition to the need for possible support regarding accommodation, travel arrangements, venue bookings, meetings coordination etc. of Oxfam staff and partners attending the conference, there are a number of events surrounding the conference at which Oxfam's profile and presence would be highlighted. These include press conferences, organization of a satellite session and of a booth space at the Global Village (GV) in addition to other GV activities, not to mention participation in events led by other organizations, but that will be supported by Oxfam such as marches, meetings, etc that will require Oxfam input/engagement.

Key Responsibilities

1. Administrative:

- Organize and keep notes of conference calls specifically related to Oxfam's conference preparations.
- In the lead up to the conference disseminate updates from OI Global HIV&AIDS WG to the wider Oxfam community (in cooperation with the OI assigned person for this purpose).
- Manage logistics which may include: participant support (especially from partner organizations), including registration, hotel accommodation and payments, travel arrangements, visa support, provision of background information on Vienna / Austria etc.

- Liaise with conference organizers, OI Global HIV&AIDS WG and other organizations and individuals relevant to Oxfam's representation at the conference.
- Take minutes at Oxfam briefings and meetings at and around the conference;
- Manage the conference budget.

2. Programme:

- Support the preparation and production of materials that will be used and/or launched at the conference.
- Oversee all elements of an Oxfam satellite session, Oxfam booth and other activities at the GV including receipt and processing of materials, scheduling and orientation of those staffing booth etc.
- Collaborate with OI Global HIV&AIDS WG and other relevant organizations and individuals for planning and implementing other Oxfam conference events such as press conferences, satellite session and organization of a booth space etc.
- Participate in Oxfam meetings and briefings at and around the time of the conference overseeing logistics for same as required.
- Support the creation of Oxfam's evaluation report on conference learning and activities.

3. Communication:

- Provide timely, regular and targeted information to potential participants (especially from partner organizations).
- Participate in teleconferences related to OI conference preparations as required.
- Liaise with local and international media as and when necessary and other organizations or individuals relevant to OI representation at the conference (this must be done via the nominated OI media lead).
- Support other communications where necessary during the conference.
- Carry out any other reasonable task commensurate with the post as agreed and as assigned by line manager.

Key Competencies:

- Experience planning major events.
- Experience or exposure to Oxfam (or similar) way/s of working, mission and values.
- Ability to initiate, follow through and prioritize diverse tasks .
- Excellent communication and networking skills, including with people of other cultures and whose first language is not English.
- Basic financial management and budget reporting knowledge.
- Good writing skills.
- English and German and local knowledge of Vienna are essential
- Excellent command of standard computer software (MS Office).

Location:

This posted will be recruited for as a consultant and will be located in Vienna, Austria. No relocation allowances etc. will be available. Expenses for phone calls, local transport (using public transport as much as possible), printing etc as they relate to tasks described above will be reimbursed as and when authorization is given by the line manager.

Remuneration:

Oxfam Ireland will be offering a consultancy contract with a competitive rate depending on experience. No other benefits will be offered as this is not an employment contract.

**Oxfam AIDS Conference Coordinator
Person Specification
Oxfam Ireland**

ESSENTIAL	DESIRABLE
EXPERIENCE	
<ul style="list-style-type: none"> ▪ 2 years relevant experience in event management including: <ul style="list-style-type: none"> - Financial management - Budget reporting - Planning and coordinating ▪ Good working knowledge of Microsoft office 	<ul style="list-style-type: none"> ▪ More than 2 years relevant experience of logistics, promotion and evaluation in event management
SPECIAL APTITUDES	
<ul style="list-style-type: none"> ▪ Ability to work on own initiative, follow through and prioritise diverse tasks ▪ Excellent communication and networking skills including with people from other cultures and whose first language is not English ▪ Fluency in English and German (or other relevant local language spoken in Austria) ▪ Excellent administration, organisational and time management skills ▪ Innovative and creative problem solving skills ▪ Good time management skills 	
DISPOSITION	
<ul style="list-style-type: none"> ▪ Self motivated / proactive ▪ Exposure to Oxfam (or similar) way/s of working, mission and values 	
CIRCUMSTANCES	
<ul style="list-style-type: none"> ▪ Flexible in working hours – ability to work evening and weekends if necessary 	

Please send CV and cover letter explaining why you are suitable for this role as soon as possible and **no later than Friday 18th of June 2010 COB** to donna.perkins@oxfamireland.org. Only suitable candidates will be contacted.