

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title: Intern – Events Management and Operations		Division: IPPF European Network	
Location: Brussels	Responsible to: HR Advisor		Date: October 2022
1. JOB PURPOSE			
To provide efficient and effective administrative and logistical support to the Regional Office and contribute to the office management.			
2. KEY TASKS			
<u>Events logistics</u> <ul style="list-style-type: none"> To help with the logistics with conference centers/ hotels/ providers, ensure equipment and meeting supplies ordered and delivered on time To organize travel and per diems for the participants and consultants and inform them of the logistics details To assist in the preparation of meeting handouts and presentations Create budgets for events Assist in the consideration of safeguarding in the organization of events 			
<u>Travel</u> <ul style="list-style-type: none"> To organize travel and related logistics for office staff, consultants and volunteers Provide administrative and logistics support for IPPF staff missions to other IPPF offices and/or Member Associations Process payment requisitions and calculate travel advances 			
<u>General office Administrative duties and office management support</u> <ul style="list-style-type: none"> To ensure Reception and telephone duties as well as calendar management To help with a range of office management tasks: including supplies & services, ensure follow up and office maintenance To perform other duties as agreed with supervisor Take collective responsibility for safeguarding 			
<u>Communications</u> <ul style="list-style-type: none"> To produce WeekinReview Twitter series for EN and Countdown 2030 Europe To perform Bi-monthly social media analytics reports 			
<u>Accreditation</u> <ul style="list-style-type: none"> Support translation and data input 			
3. QUALIFICATION & PROFESSIONAL EXPERIENCE			
<ul style="list-style-type: none"> - Right to work in Belgium - Interest and/or (volunteer) experience in events management. - Interest in SRHR work, human rights and/or international relations and development 			
4. RESPONSIBILITIES			
: a) Any staff responsibilities carried by the job holder.			

<ul style="list-style-type: none">• n/a.
b) Any financial responsibilities carried by the job holder.
<ul style="list-style-type: none">• n/a
5. SKILLS & PERSONAL COMPETENCES
<ul style="list-style-type: none">- Fluent in English (written and spoken), French and Russian are assets;- Excellent computer skills: MS Office, database, electronic filing systems;- Excellent organizational skills;- Ability to work under pressure, good time management, punctual;- Strong interpersonal skills and able to work in a multicultural environment;- Open minded, empathic and flexible;- Commitment to gender equality, sexual and reproductive health and rights, non discrimination and diversity, and young people and youth participation are a must- High attention to detail