

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

**JOB DESCRIPTION**

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

- n/a.

b) Any financial responsibilities carried by the job holder.

- n/a

**5. SKILLS & PERSONAL COMPETENCES**

- 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