



EXTERNAL VACANCY ANNOUNCEMENT

Post Title: Event and Planning Coordinator
Duty Station: Tegucigalpa, HONDURAS
Duration of Assignment: 2.5 months (August 21, 2017 to November 03, 2017)
Type of Contract: Individual Contract - UNHCR
Employment Conditions: from 41,490 to 45,915 Lempiras per month and medical insurance

Important Notice: Persons interested in applying for this position must be Honduran Nationals or must hold a valid work permit in Honduras

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P.11) and motivation letter (1 page maximum), **not later than August 13, 2017**. Application documents should be sent by email to UNHCR (honduras@unhcr.org y panpa@unhcr.org), including the reference of “**Event and Planning Coordinator (NO Honduras) Application**” in the subject field.

Due to the foreseen number of applications, only persons shortlisted will be contacted.

General Background of Project or Assignment:

During the High Level Plenary Meeting of the United Nations General Assembly on 19 September 2016, the New York Declaration was adopted. The Declaration reflects the commitments by States to, among other things, strengthen and facilitate the Comprehensive Refugee Response Framework (CRRF) in a manner that promotes a predictable and sustainable response to large displacements, and which reflects the shared responsibility between States.

Since then, UNHCR has been working in Guatemala, El Salvador and Honduras to advance a proposal on behalf of the Northern Triangle of Central America (NTCA) in order to contribute a regional perspective to the CRRF. This Comprehensive Regional Framework for Protection and Solutions (MIRPS, by its abbreviation in Spanish) is being defined in close coordination and with the active participation of the Honduran State. The consolidation of the MIRPS is foreseen for late October 2017, in the context of a High Level Roundtable for the region which will be held in San Pedro Sula, Honduras. It is anticipated that approximately 100 people will participate in this event.

UNHCR, in its role as Secretariat, will lead the logistics and planning for the High Level Found Table, supporting the Ministry of External Affairs of the Republic of Honduras in its capacity as host for the event.

Purpose and Scope of Assignment:

Under the direct supervision of the Programme Associate, the incumbent carries out the following tasks for the planning, logistical coordination and realization of the High Level Roundtable in San Pedro Sula:

- Coordinate all the planning aspects of the Conference with UNHCR and the Ministry of Foreign Affairs.
- Support all the activities of the Ministry of Foreign Affairs Conference Committees (Coordination, Protocol, Logistic and Registration).
- Work plan for the duration of the contract indicating meetings, preparatory activities and others.
- The work plan should include a detailed budget, developed in coordination with UNHCR staff.
- Elaborate the list of participants according to UNHCR and Government counterparts' requirement.
- Liaise with counterpart involving in the preparation of the event and other UNHCR Units involved.
- Prepare, send out, and confirm invitations and establish contact with participants (approximately 200) with the Event Logistical Coordinator in San Pedro Sula.
- Prepare a detailed agenda and orientation package for participants.
- Prepare a detailed checklist with all the activities including responsible and critical process.
- During the event, supervise and monitor participants registration.
- Inform on time on relevant issues and challenges faced.
- Liaise with the selected venue the logistics of conference rooms, setting, coffee breaks, lunches, rent of audio visual equipment and others.
- Any other tasks related to the event delegated by the supervisor.

Authority (decisions made in executing responsibilities and to achieve results)

- Negotiate with service providers for a High Level Conference.
- Purchase materials and contract services for the office within the delegated authority limits.
- Verify the accuracy of data and reports pertaining to the functions.

Monitoring and Progress Control:

- Provide a weekly report on the progress status to the direct supervisor.
- Weekly review of the work plan to assure that all activities were accomplished.
- Weekly report of expenses and commitments.
- For the last and final payment: Final report summarizing the activities and costs of the event and a final evaluation form.

Travel plan:

- Mission to San Pedro Sula for the event.

Competencies:

Managerial Competencies

- Empowering and Building Trust

Cross-Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Adaptability and flexibility

Planning & organizing

- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.

Teamwork

- Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to learn from others;
- Places team agenda before personal agenda, sharing credit for team accomplishments and accepting joint responsibility for team shortcomings.
- Decide on appropriate resolution to incidents / problems.
- Escalate issues to supervisor if incident / problem cannot be resolved with scope of responsibility.

Qualifications:

Education

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management or other related field.
- Computer skills (MS office and People soft applications).
- Fluency in English and Spanish.

Work Experience

- Minimum 6 years of previous job experience relevant to the function.
- Previous experience with planning and coordination of national/international events.

Essential Skills

- Strong communication skills (speech, writing, and presentations), including the production of clear and concise reports.
- Ability to work independently, with limited supervision, and in coordination with relevant colleagues.

For the recruitment of the IC, the incumbent has to deliver a Certificate of good health and copy of a valid medical insurance with coverage in Honduras.