

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

**JOB DESCRIPTION**

<b>Job Title:</b> Intern – Events Management and Administration		<b>Division:</b> IPPF European Network	
<b>Location:</b> Brussels	<b>Responsible to:</b> HR Advisor and Executive Assistant		<b>Date:</b> August- December 2021
<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>			
<u>Events logistics</u> <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> </ul>			
<u>Travel</u> <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> </ul>			
<u>General office Administrative duties and office management support</u> <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> </ul>			
<u>Communications</u> <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>3. QUALIFICATION &amp; PROFESSIONAL EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>- EU citizenship</li> <li>- A diploma in a relevant discipline (or equivalent in experience)</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.			
<ul style="list-style-type: none"> <li>• n/a.</li> </ul>			
b) Any financial responsibilities carried by the job holder.			
<ul style="list-style-type: none"> <li>• n/a</li> </ul>			

<b>5. SKILLS &amp; PERSONAL COMPETENCES</b>
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| <ul style="list-style-type: none"><li>- Fluent in English (written and spoken), good French, Russian language is an asset;</li><li>- Excellent computer skills: MS Office, database, electronic filing systems;</li><li>- Excellent organizational skills;</li><li>- Ability to work under pressure, good time management, punctual;</li><li>- Strong interpersonal skills and able to work in a multicultural environment;</li><li>- Open minded, empathic and flexible;</li><li>- Commitment to gender equality, sexual and reproductive health and rights, non discrimination and diversity, and young people and youth participation are a must.</li></ul> |
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