

JOB DESCRIPTION

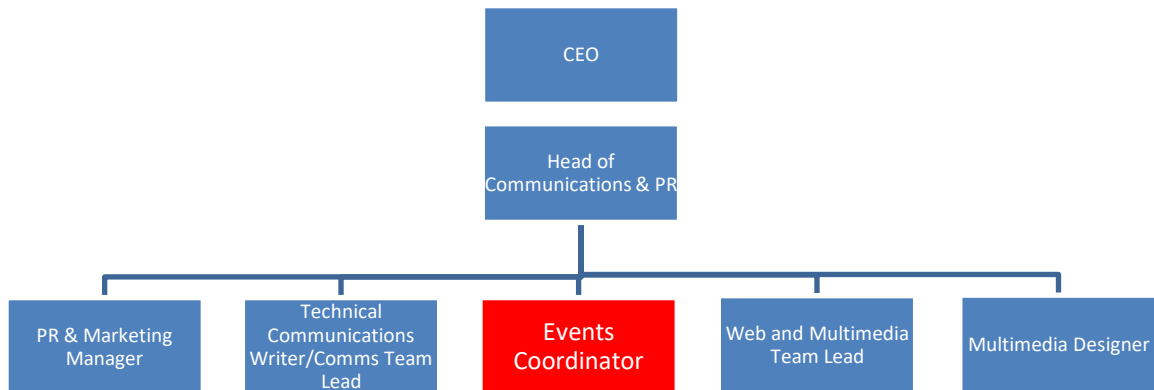
Department: Communications and Public Relations

Job title: **Events Coordinator**

1. Job Background

<p>Job Summary</p>	<p>Reporting to the Head of Communications and Public Relations, the Events Coordinator will be primarily responsible for planning, coordinating, and managing all AFRINIC events, including meetings, workshops, training sessions, exhibitions, and social gatherings, whether held online or in person.</p> <p>(S)he will work with other departments to create event proposals which fit AFRINIC requirements, presence and image needs. (S)he will coordinate operational and administrative functions to ensure events are delivered efficiently, effectively and within the timelines.</p> <p>(S)he must demonstrate exceptional communication and organisational skills, keen attention to detail, good follow-up, self motivation and proven ability to effectively multitask, the ability to work productively with little supervision, and the ability to work as part of a team responsible for increasing AFRINIC’s awareness through various marketing events and activities.</p>
<p>Reports to</p>	<p>Head of Communications and Public Relations</p>
<p>Number of Direct Reports</p>	<p>None</p>
<p>Qualifications/ Work Experience</p>	<ul style="list-style-type: none"> ▪ A Bachelor’s degree in Communications, Marketing or related field. A Masters degree will be an added advantage. ▪ Minimum of 5 years experience in international event planning and management. ▪ Previous association with or non-profit environment experience. ▪ Strong communication, organisation and interpersonal skills. ▪ Ability to define objectives, set priorities, and meet deadlines. ▪ A strong understanding of AFRINIC services and structure and a general understanding of Internet terminology. ▪ Proficient in computer applications, Office Suite, virtual event platforms and digital event tools ▪ Ability to work in English, French and other official languages spoken in Africa. ▪ Ability to travel to various meetings and events as required.

2. Reporting Structure:



3. Key Responsibilities

Area	Description	Weight
Event Planning and Management	<ul style="list-style-type: none"> ▪ Plan, coordinate, and deliver AFRINIC events from concept to completion, ensuring all elements are executed within agreed timelines and budgets. ▪ Organise and manage all event logistics, including venue, décor, catering, transportation, equipment, guest lists, promotional materials, and participant registration. ▪ Secure suitable venues and meeting spaces for events, meetings, workshops, and seminars. ▪ Conduct market research, gather relevant information, and support contract negotiations with suppliers and service providers. ▪ Maintain event schedules, budgets, and cost assessments, and provide regular updates and reports to stakeholders. ▪ Identify staffing needs and coordinate the work of event personnel to ensure smooth delivery. ▪ Work closely with the Marketing and Communications/PR teams on event promotion, publicity, and the design and production of event-related materials. ▪ Manage the inventory, packaging, shipment, and tracking of event materials to ensure timely delivery to event sites. 	50%

	<ul style="list-style-type: none"> ▪ Ensure compliance with legal, insurance, health, safety, and accessibility requirements in coordination with relevant departments. ▪ Proactively identify, manage, and resolve operational issues and risks before and during events. ▪ Conduct pre-event preparation and post-event evaluations, including reporting on outcomes, participant engagement, and areas for improvement. ▪ Organise and coordinate internal staff events, including staff gatherings, team-building activities, and corporate celebrations, in collaboration with the People & Productivity Department. ▪ Support the coordination of joint events with other Regional Internet Registries (RIRs). ▪ Plan and deliver virtual and hybrid events, including platform selection, setup, speaker onboarding, rehearsals, live session coordination, troubleshooting, and post-event content distribution. ▪ Design and improve online participant experience through engagement strategies, interactive sessions, analytics tracking, and multi-time-zone coordination. ▪ Analyse event performance using relevant tools and provide insights on participation, reach, engagement, and return on investment. ▪ Ensure events are inclusive and accessible, including support for interpretation, captioning, and diverse participant needs. 	
Suppliers Relationship Management	<ul style="list-style-type: none"> ▪ Maintain and manage event-related contracts, and liaise effectively with local hosts, partners, and stakeholders. ▪ Develop, manage, and sustain strong relationships with vendors and service providers to ensure quality delivery and cost-effectiveness. 	20%
Participant Experience and Feedback Management	<ul style="list-style-type: none"> ▪ Support members and participants before and during events by understanding their needs, responding to enquiries, and ensuring a high level of satisfaction. ▪ Manage on-site booth operations, including setup, maintenance during the event, dismantling, and coordination of shipment to and from the venue. ▪ Conduct post-event surveys to gather participant feedback and prepare reports with insights and recommendations. 	20%

	<ul style="list-style-type: none"> ▪ Manage event registration data in compliance with applicable legislation in order to send event information and support participant engagement. 	
General Responsibilities	<ul style="list-style-type: none"> ▪ Ensure that all processes are clearly documented as per ISO 9001 standards ▪ Perform other duties as required and assigned by the Head of Department and the CEO. 	10%

4. Competencies

Technical	<ul style="list-style-type: none"> • Ability to effectively lead projects /services organised around a complex array of programmes especially those that related to event organisation, management and marketing; excellent project management skills. • Ability to enhance operating efficiency and effectiveness through results and an analytical mind that foster performance improvement. • Proven ability to collaborate effectively and build strong relationships with diverse stakeholders, including internal teams and external partner organisations.
Behavioural	AFRINIC's Behavioural Competencies as applicable to all staff and as revised from time to time.

5. AFRINIC Expectations

In carrying out essential duties, an individual should demonstrate commitment to AFRINIC's mission and values, working as one team towards delivering excellence in service.

This includes but is not limited to:

- Demonstrates a shared commitment to fulfilling team and organisational goals co-operatively
- Strives for excellence and focuses on continuously improving outcomes
- Displays professionalism through competence, high standards, self management and a service ethic
- Displays integrity through ethical behaviour, constructive contribution, and use of appropriate channels
- Makes responsible use of member funds through efficient use of time, funds and resources
- Models respect by being punctual, reliable, prepared, courteous, and responsive

6. Employee Statement of Understanding

I have read and understood the job description and annex for my position:



Signature of Employee