

EVENTS & TRAVEL ASSISTANT

Position: Events & Travel Assistant
Department: Procurement
Place: Based at Port Moresby, Papua New Guinea
Duration: 1 year (renewable)

Expertise France

Expertise France, an entity of the French Development Agency (*Agence Française de Développement, AFD*) Group, is the French government's international technical cooperation agency. Its role is to design and manage donor-funded international cooperation projects in fields such as governance, security, health, education and the environment. The European Union (EU) and the French Government constitute Expertise France's main donors.

Mission description

Under the supervision of the Events & Travel Coordinator, the Events & Travel Assistant is responsible for supporting all events- and travel-related operations of Expertise France in Papua New Guinea.

Under the supervision of the Events & Travel Coordinator, the main tasks include:

1. Contract implementation & management

- Support selection of new vendors based on proven/assessed reliability and quality of services/supplies/works;
- Draft purchase orders by the Events & Travel assistant;
- Keep purchase orders and contract database updated.

2. Events management & planning

- Support development of event proposals, timelines, and budgets based on stakeholder specifications;
- Contact vendors, suppliers and venues to secure necessary services and hire of equipment, venues, etc.
- Execute events preparation (including send & follow-up on invitations as necessary, inspection of venue sites, layout of the room, communications materials setup and IT support);
- Participate in setting up events, including logistics, decorations, audiovisual equipment, and seating arrangements;
- Coordinate catering services (menu selection, dietary accommodations, etc.);

- Participate in events preparation (send & follow-up on invitations as necessary, inspection of venue sites, layout of the room, communications materials setup and IT support, ...);
- Provide support during events (example: register participants, respond to queries or requests...);
- Troubleshooting of issues that may arise during events
- Timely share documents or outcomes to all participants;
- Gather and check all event-related documentation.

1. Post-event actions, evaluation & learning

- Assist with post-event documentation (attendance lists, reports, filing, ...);
- Participate in and support debriefing sessions to identify lessons learned after an event;
- Provide support during post-event evaluations;
- Provide support during drafting of Travel & Events activity report.

2. Travels

- Book travel arrangements for internal (employees/consultants) and external stakeholders;
- Provide regular reports on travel expenses to his/her manager;
- Prepare and submit travel authorisation documentation;
- Provide travellers with all necessary travel information and documentation;
- Support travellers facing travel anomalies;
- Support experts traveling from abroad to PNG with the visa process and answer any queries they might have about the conditions of their stay
- Ensure that all of the documentation regarding travels is up to date

3. Other duties

- Participate in covering duties in case of leaves or vacancy;
- Upon request, perform any task that matches his/her level of responsibility and his/her role in the department.

Required skills and personal attributes

- University degree in hospitality, Business Administration, Events Management or related field.

OR

at least 3 years of proven work experience, working specifically for government organisations and/or development partners.

- Demonstrates strong knowledge of events management and travel booking systems and travel management processes; includes knowledge of travel industry trends and best practices.
- Experience managing events management and travel budgets and expenses
- Excellent organizational (rigorous and autonomous) and multitasking skills.
- Strong negotiation and communication skills.
- Ability to work under pressure and handle emergency situations.

- Proficiency in Microsoft Office Suite.
- Attention to detail and a high level of accuracy.
- Ability to work independently and as part of a team.
- Strong customer service skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving skills and a proactive approach.
- Flexibility to work outside regular business hours as needed