

ICMPD Job Profile

Manager – Conference and Events Organisation¹

Functional Overview

The Manager- Conference and Events Organisation is responsible for the management, coordination, implementation, monitoring, and quality assurance mainly of conference and event-related work streams and processes, and the management of the assigned team while ensuring alignment with the goals, regulatory framework, standard administrative practices, and operating procedures of ICMPD and partner agreements. S/he actively contributes to professionalise and standardise ICMPD's conference and events organisation processes and quality criteria, particularly its governance meetings, the Vienna Migration Conference, and similar high-profile events.

Key Results

Operational Management: All stages and components of conference and events organisation processes effectively managed and implemented, and effective coordination with internal organisational units ensured as applicable. Processes related to the management of external partnerships and fundraising, branding and communications, and content production effectively supported. Comprehensive work plans, efficient procedures and lean budgets developed in collaboration with all relevant stakeholders. Milestones and deliverables identified, monitored, and implemented to effectively track progress. Changes in scope, schedule, and costs as well as risks and issues effectively identified and analysed, and corrective action taken as required. Regular reporting accurately drafted and delivered in a timely manner.

Resource Management: The type, quantity and quality of human and financial resources required to achieve set goals within budget accurately identified during the planning phase together with internal organisational units. The assigned team's skills set, roles and responsibilities clearly defined and overseen. Identification of, negotiations with and contracting of suppliers, subcontractors, consultants, or other service providers effectively overseen and coordinated, ensuring a transparent competitive basis in line with ICMPD's rules, regulations, and procedures. Resource mobilisation activities and fundraising proposals developed, and subsequent agreements efficiently managed and implemented.

Relationship Management: Working level internal stakeholder relationships nurtured and maintained, their expectations identified and effectively managed and communication and updates regularly undertaken to ensure all are kept informed. Conflicting priorities and work stream efficiency gains are identified and acted upon timely. Relationships with partners, suppliers, and service providers effectively established and managed.

Quality Assurance and Continuous Improvement: Performance criteria and tools developed, processes and results monitored and evaluated, and feedback generated for continuous improvement, stakeholder satisfaction and efficiency gains. Proactive contributions made to support institutional learning and quality assurance standards in the field and ensure efficient procedures and processes to the benefit of the whole organisation.

Team Management: Assigned team's knowledge base developed, ensuring that deliverables benefit from the right knowledge, experience, and skills sets and that team members are motivated and mentored to ensure the highest quality results. Performance evaluation regularly and systematically undertaken in accordance with ICMPD's performance management procedures.

¹ This job is classified at IP3

Required Expertise

- Capability to plan and design, monitor, and evaluate processes, performance, and achievements to ensure continuous professionalisation and standardisation in the organisation of conferences and events.
- Ability to build effective relationships with internal stakeholders and external partners, suppliers, and service providers.
- Ability to make informed and quick on-site decisions based on knowledge and experience.
- Excellent attention to detail.

Qualifications, Experience and Language Skills

- Master's degree related to the area of work.
- A minimum of 5 years of position relevant experience in the management and implementation of conference and events organisation processes at the international level.
- Excellent organisational and planning skills.
- Proven ability to handle multiple work streams on a tight schedule.
- Demonstrated team management skills to guide staff, manage conflicting priorities and provide regular feedback.
- Solid verbal/written communication skills.
- Experience managing budgets and vendor/supplier negotiations.
- Proficiency in verbal/written English. Proficiency in a major EU language, is an asset.
- Proficiency in the use of standard IT tools.