

TERMS OF REFERENCE - EVENT AND PARTNERSHIP COORDINATOR

Position Title: Event and Partnership Coordinator

Duration: Three (3) Months

Location: Remote/Home Based

Start date: As soon as possible but no later than Monday, 2nd August 2021

About Amelowe Consulting Services (ACS)

Amelowe Consulting Services (ACS) is an international consultancy firm that provides expert advice and support to governments, international agencies, nonprofits on Climate Change (CC) and Disaster Risk Reduction (DRR). ACS is focused on providing products and services in research and project management in CC and DRR. To achieve its objective, ACS has an in-house experienced team of experts who have extensive experience working for various international organizations, particularly the United Nations in CC and DRR.

About the role

To commemorate the International Day for Disaster Risk Reduction (IDDRR) set aside by the United Nations (UN) to promote a global culture of risk-awareness and Disaster Risk Reduction (DRR); ACS is supporting the Green Africa Youth Organization (GAYO) by recruiting an Event and Partnership Coordinator as consultant to lead, coordinate and successfully execute the three regional sub quizzes leading to (including) the grand finale 3rd Ghana National Quiz on DRR. The Quiz is to educate and test young people's knowledge on DRR and its linkage to sustainable development.

Consultant tasks

Under the direct supervision of the Executive Director of ACS and in close collaboration and support from identified focal persons in GAYO, the consultant shall generally lead the planning, organizational and administrative work of the 3rd National Quiz on DRR.

Specifically, the consultant shall:

- Significantly assist with fundraising activities for the 2021 Disaster Risk Reduction (DRR) Quiz Competition.
- Prepare drafts, send and follow up communications with sponsors and partners.
- Prepare status reports and communication with media houses on bookings for the Radio preliminary competitions, the radio quiz masters, publicity coverage of both the radio and Grande Finale of LIVE TV Transmission.
- Prepare public relations outreach, press releases, public presentations before and after the Preliminary Radio Quiz Competitions and Grande TV Finale.
- Liaise with and procure from suppliers fair and reasonable price deals to ensure the best value for goods and services purchased.
- Act as the communications conduit between NADMO and Selected Schools participating in quiz competitions.
- Oversee timely delivery of relevant Quiz Materials to selected and participating schools.

- Ensure Facebook LIVE Stream of the Preliminary Radio Quiz Competitions and Grande TV Finale and coordinate with contracted media house and GAYO focal persons to ensure that all social media platforms are up-to-date with pictorial excerpts or infographics.
- Organize refreshments for the Preliminary Radio Quiz Competitions and Grande Finale and ensure refreshments are delivered on time and according to specifications.
- Draft letters/emails/Messages of appreciation to participating schools and sponsors at the end of the Preliminary Radio Quiz Competition and Grande Finale.
- Undertake any other tasks as may be assigned by the ED.

Other Relevant Information

- The National DRR Quiz is modelled after the Ghana National Science and Maths Quiz (NSMQ) Competition, so the consultant needs to have knowledge of the Ghana NSMQ.

Required qualifications and competencies

- At least a bachelor's Degree in Business, Communications and Public Relations
- Strong background in CC and DRR advantageous and desirable
- Proven experience and ability in planning and organization of NGO events.
- Decision-making skills
- Creative thinking
- Proven written communication (sample email will be required) and Public speaking skills
- Leadership and Networking skills for resource and partnership mobilisation
- Time management

Deliverable

A successful 3rd National Quiz on DRR evaluated by:

- Print and virtual media account of event(s)
- Post evaluation survey of event(s).

Remuneration

The position attracts a competitive salary commensurate with relevant qualification and working experience. However, please state your preferred range of salary in your cover letter.

How to Apply

Applications should be prepared in English and consist of:

- A one (1) page cover letter stating your interest in and how you fit into the position.
- A two (2) page recent Curriculum Vitae (CV)

All two (2) documents itemized above should be merged into one PDF Document and sent via email to info@amelowe.com as an attachment to your email applying for the position. Kindly remember to put 'Application – Event and Partnership Coordinator' as the subject line. In addition, the merged document should not be more than 5 MB in size. **Failure to comply with application instructions leads to an automatic disqualification.** Please note that applications will be assessed as they come and only shortlisted candidates will be contacted.

The deadline for submission of applications is 17:00 hrs Greenwich Meridian Time (GMT) on wednesday, 28th July 2021. If you do not receive a reply to your application by Close of Business (COB) on monday, 2nd of August 2021, it means that though we value your application, we moved forward with another candidate.

Equal Opportunity and Employment Policy

ACS hiring policy is geared towards ensuring employees are hired without regard to their race, colour, religion, tribe, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ACS's policy for employment and career progression are considered solely on the basis of their relevant qualifications and competencies. Please note that applications received after the deadline cannot be considered. ACS shall only contact applicants shortlisted for this position. If you do not receive any feedback from ACS a week after the Application Deadline, it means you were not successful for this particular position. Remuneration for the position will be negotiated with short listed applicants who make it to the interview stage.

Please kindly note that consultants do not have the status as staff members of ACS, so consultants bear full tax liability for their work with ACS