

Advertisement for Event Organization Specialist

Vacancy: Event Organization Specialist

The Democratic Socialist Republic of Sri Lanka, under the Science and Technology Human Resource Development Project (STHRD), invites applications from qualified candidates for the position of Event Organization Specialist. This role involves organizing and managing the STHRD Research Grants Showcase event, a significant platform to exhibit research outcomes, foster university-industry partnerships, and highlight success stories.

Position: Event Organization Specialist

Project: Science and Technology Human Resource Development Project (STHRD)

Credit/ Loan No: L3699

Procurement Plan No: STHRDP/

Key Responsibilities:

- Develop and execute a comprehensive event plan and timeline.
- Select and coordinate with an event management company.
- Invite and confirm delegates, keynote speakers, and other participants.
- Manage procurement processes for event-related materials and services.
- Coordinate with various stakeholders including university representatives and industry partners.
- Oversee logistical arrangements such as registration, venue setup, catering, and technical requirements.
- Prepare promotional materials and event documentation.
- Ensure the event aligns with the STHRD project's objectives.
- Provide post-event reports and evaluations.

Qualifications and Experience:

- University academic with more than five years of service.
- Experience in organizing events at the university level.
- Excellent organizational and communication skills.
- Experience in procurement and contract management.
- Ability to work collaboratively with diverse stakeholders.

Remuneration: LKR 396,000/= (on an intermittent basis for 33 working days at LKR 12,000/= per day)

Facilities Provided:

- Office space during office hours.
- Computer and printer in the office.

- Venues to hold the events.

Application Process:

Interested candidates should submit their CV along with a cover letter outlining their relevant experience and qualifications to dean@tech.sab.ac.lk.

Deadline for Applications: 14th Aug 2024

Contact Information:

For more details, please contact Prof Kaveenga R Koswattage via 070-456-5000

Join us in making the STHRD Research Grants Showcase a successful and impactful event!

TERMS OF REFERENCE (TOR)

Name of Borrower: Democratic Socialist Republic of Sri Lanka

Name of Project: Science and Technology Human Resource Development Project

Credit/ Loan No: L3699

Procurement Plan No: STHRDP/

Name of Consultancy Service: Event Organization Specialist for STHRD Research Grants Showcase

Objectives of the Consultancy Assignment:

1. The primary objective of the consultancy is to organize and manage the STHRD Research Grants Showcase event, ensuring a smooth and successful execution. This includes selecting an event management company, inviting delegates, and managing procurement processes.

Scope of the Assignment:

2. The consultant will oversee all aspects of event planning and execution, including but not limited to:
 - o Selecting and coordinating with an event management company.
 - o Inviting delegates, keynote speakers, and other participants.
 - o Managing procurement processes for event-related materials and services.
 - o Coordinating with various stakeholders, including university representatives, industry partners, and the event management company.
 - o Ensuring all logistical arrangements are in place, including registration, venue setup, catering, and technical requirements.
 - o Overseeing the preparation of promotional materials and event documentation.

- o Ensuring the event aligns with the objectives and expectations of the STHRD project.

Duties and Responsibilities:

3. The duties and responsibilities of the Event Organization Specialist include:
 - o Developing a comprehensive event plan and timeline.
 - o Coordinating with the selected event management company to ensure all event components are effectively managed.
 - o Handling invitations and confirmations for delegates, speakers, and other participants.
 - o Managing procurement for all event-related needs, including materials, services, and venues.
 - o Ensuring effective communication and collaboration with all stakeholders.
 - o Overseeing the setup and execution of the event on the day.
 - o Providing post-event reports and evaluations.

Deliverables and Reporting Requirements:

4. The Event Organization Specialist is expected to fulfill the following deliverables and reporting requirements:
 - a) Selection and contracting of an event management company.
 - b) Invitation and confirmation of delegates, keynote speakers, and other participants.
 - c) Detailed event plan and timeline.
 - d) Procurement of all necessary materials and services for the event.
 - e) Successful execution of the STHRD Research Grants Showcase event.
 - f) Post-event report, including evaluations and recommendations for future events.

Qualification & Experience:

5. The Event Organization Specialist is required to have the following qualifications and experience:
 - o A university academic with more than five years of service.
 - o Experience in organizing events at the university level.
 - o Excellent organizational and communication skills.
 - o Experience in procurement and contract management.
 - o Ability to work collaboratively with diverse stakeholders.

Payment Schedule:

6. The total cost for the consultancy is LKR 396,000/= (on an intermittent basis for 33 working days at LKR 12,000/= per day), which will be paid upon completion of the task.

Facilities Provided by the Client:

7. The client will provide the following facilities in addition to the remuneration and reimbursements mentioned in the above schedule:
 - a. Office space to deliver the consultancy work during office hours.
 - b. Computer and printer in the office.
 - c. Venues to hold the events.

Review Committee:

8. The deliverables of the consultancy will be reviewed by the Dean of the Faculty of Technology, Sabaragamuwa University of Sri Lanka.