Global Events and Conferences Manager (Ref. No. 2373)  
Communications, Outreach and Engagement

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for:  

Global Events and Conferences Manager

Overview

This position is an exciting opportunity to join one of the leading science communications programmes in the world. The Global Events and Conferences Manager will work with a high-performing, dynamic and creative team and contribute to CIFOR-ICRAF’s global efforts to stabilize the climate, reverse biodiversity loss, and improve food security.

We’re looking for someone with creative vision and drive, who is a communications all-rounder and experienced manager with a keen eye for detail and quality.

Reporting to the Head of Global Outreach and Engagement, the Global Events and Conferences Manager has a knack for organizing impactful, memorable events around the world with flair. From the small details of events to big-picture overviews, like preparing the global communications strategy and budget forecasting each year for conferences and events, the Global Events and Conferences Manager leads the coordination of internal and external communication, events budget management and overall events logistical support; oversees relevant staff and consultants; and leads the publication and dissemination of knowledge products around events.

Working closely with the Head of Global Outreach and Engagement, the Global Events and Conferences Manager will ensure the effective evaluation of CIFOR-ICRAF’s global events in alignment with the overall outreach and communications strategy. They will work with the Communications, Outreach and Engagement and CIFOR-ICRAF’s scientific staff to improve the efficiency and effectiveness of CIFOR-ICRAF’s overall investment in events, workshops, and conferences through effective planning and evaluation.
Summary of responsibilities

- Source and implement a digital events platform to be used for all CIFOR-ICRAF digital and hybrid events.
- Develop and execute full communications plans for each event, including briefs, editorial agenda, run-of-show, speaking notes and leading on the communications strategy.
- Liaise with CIFOR-ICRAF scientists to prepare and to assist in drafting concept notes related to CIFOR-ICRAF campaigns, events, online initiatives including events of global significance, Global Landscapes Forum events and regional and thematic events.
- Provide full events planning, implementation, reports, and logistical service to CIFOR-ICRAF’s themes and regions and prepare event reports and lessons learnt for knowledge management.
- Manage consultants and staff involved in CIFOR-ICRAF’s global events and ensure effective coordination with scientists and the Communications, Outreach and Engagement unit.
- Serve as a focal point, develop, and manage relationships with stakeholders and partners and organizations related to conferences.
- Manage the preparation and management of all conference contracts.
- Coordinate the CIFOR-ICRAF’s Events Management System, events webpage and events calendar and conduct research to build a more comprehensive event portfolio for the institution to maximize its impact and influence in the agriculture and forestry sectors, and beyond.
- Work closely with fellow CIFOR-ICRAF COE team members on outreach, mainstream and social media campaigns related to event planning, and support scientists and others to promote their research at events, workshops, and conferences.
- Report on event outcomes and metrics for donors, partners, and internal use
- Coordinate the development of materials for CIFOR-ICRAF staff and partners attending events including exhibitions, publications, and other promotional items.

Requirements

Education, knowledge, and experience:
- A degree in communications or a related discipline
- At least 5 years’ experience in global conferences, events planning, logistics and budget management
- Experience in coordinating large conferences involving senior government ministers and in managing attendances of more than 1,000 participants.
- A proven ability to develop communications strategic direction.
- Ability to travel and flexibility.
- Fluency in English and working knowledge of other international languages is an advantage.

Personal Attributes and Competencies
- A great deal of initiative and ability to work independently as well as in team environments.
- Strong leadership skills and a client service approach.
- Excellent interpersonal and communication skills, with the ability to interact with people effectively and positively in a multicultural and multidisciplinary environment – including CIFOR-ICRAF staff, management, and external contractors/suppliers.
- Exceptional personal organization, planning, priority setting and management of multiple tasks.
- Ability to work under pressure and a knack for making memorable, impactful events.
- Experience working with a wide and diverse network of groups and individuals.
- Ability to work with minimum supervision.
Terms and conditions

- This is a consultancy position.
- The period of the consultancy is 1 (one) year.
- Work location: Nairobi, Kenya, Bonn, Germany, or similar time zone.

Application process

- The application deadline is **31 December 2023**
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

[https://www.cifor-icraf.org/about/work-with-us/](https://www.cifor-icraf.org/about/work-with-us/)

To learn more about CIFOR-ICRAF, please visit our websites at:

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CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.