

**ICLEI South Asia vacancy announcement for
Resilient Cities Asia-Pacific congress officer**

ICLEI South Asia requires a dynamic, creative and hard-working individual to join the office in the capacity of Congress officer to support the organization of the Resilient Cities Asia-Pacific (RCAP) congress, taking place in Melaka, Malaysia, on 2-4 March 2016. The office is based at New Delhi, India.

Terms of reference for available position

Subject area: Events management & Communication

Date of joining: As soon as possible

Main responsibilities

The Resilient Cities Asia congress officer will support the organisation and implementation of RCAP 2016 and will be responsible for certain areas of congress preparation, defined in the team, under the supervision of the Resilient Cities Asia-Pacific congress coordinator, including:

- Being responsible for the dissemination and promotion of the event, through targeted mailings, social media, website, e-news articles etc
- Communicating with secured and potential new partners, funders and sponsors, including identification, invitations and follow up, and regular communication
- Being responsible for the RCAP 2016 website
- Being responsible for the layouting, editing and dissemination of promotional material and congress related publications
- Supervising the event's logistics
- Being responsible for participants' management (including registration, payment procedure, communication....)
- Managing the RCAP email account
- Supporting the program development by providing inputs, developing session descriptions and assisting in the speakers' invitation, follow up and briefing phase
- Being the main link to the Communication team for the implementation of the congress communication strategy
- Participating at the congress and being responsible for the smooth implementation of specific areas in agreement with the congress coordinator
- Assisting in different post-conference tasks related to the RCAP 2016 congress, including supporting the development of a congress report
- Coordinating the evaluation of the RCAP 2016 congress, both from the participants as well as the partners' side

He/she might also be asked to support the Communication team for general communication activities.

Required/desired skills:

Education:

- Required: a degree in a relevant subject such as Event Management, Communication, Marketing, etc. or Urban Planning/Management, Political Science, Public Administration, or similar
- Desired: good understanding of sustainable development and efforts in the field, particularly of urban adaptation and resilience

Professional experience:

- Required: minimum 2 years of working experience, preferably more
- Required: previous experience in organizing events
- Desired: Previous experience in an international organisation or NGO in a similar or comparable capacity

Computing:

- Required: Use of full MS office (including Access), familiarity with the use of social media
- Desired: design softwares such as Adobe Photoshop and InDesign; CMS softwares such as Typo3; HTML language; Vertical Response

Organizational skills:

- Excellent communicative competence (orally and in writing), precision and ability to be self-organised within a complex team
- Ability to work under time-pressure and tight deadline
- Ability to handle multiple tasks simultaneously
- Methodical and organized approach and working style
- Ability to work independently and proactively when required
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks

Languages:

- Outstanding oral and written English

Conditions:

- Duration: The assignment is for 8 months; at the end of this period, a longer contract may be considered based on requirement and performance
- Location: Delhi
- Working language: English
- Readiness to work flexible hours
- Remuneration: commensurate to experience

Interested candidates are requested to send their brief (2 pages) resume along with a self-written, concise cover letter to Mr. Sasi Madambi at sasi.madambi@iclei.org by **20 October 2015**. Preference will be given to Indian residents or foreigners with a valid working permit for India. **Applications that do not meet these requirements will not be considered.**

Please note that only shortlisted candidates will be contacted.

For more information about ICLEI South Asia: <http://southasia.iclei.org/>. For more information about ICLEI Global: <http://www.iclei.org/>.

The Resilient Cities Asia-Pacific 2016 congress will be the second edition of the Resilient Cities Asia-Pacific Congress series. The series aims to provide an Asian-Pacific platform for urban resilience and climate change adaptation where partnerships are forged and concrete dialogues are happening, with the ultimate goal of creating lasting impacts for cities in the region. The congress draws on the success of the series 'Resilient Cities - The Annual Global Forum on Urban Resilience and Adaptation' (<http://resilient-cities.iclei.org>) attracting hundreds of participants to Bonn, Germany, every year since 2010. The first conference of the series took place in Bangkok, Thailand, on 11-13 February 2015. Find the information on the 1st Congress [here](#).

About ICLEI – Local Governments for Sustainability:

ICLEI - Local Governments for Sustainability is the world's leading association of cities and local governments dedicated to sustainable development. ICLEI is a powerful movement of 12 mega-cities, 100 super-cities and urban regions, 450 large cities as well as 450 small and medium-sized cities and towns in 84 countries. ICLEI promotes local action for global sustainability and supports cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon; to build a smart infrastructure; and to develop an inclusive, green urban economy. The ultimate aim is to achieve healthy and happy communities. (<http://www.iclei.org/>)

The South Asian arm of ICLEI - Local Governments for Sustainability (ICLEI South Asia) aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over seven years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of almost 50 cities. ICLEI South Asia works on climate change adaptation and mitigation, energy, and environmental sustainability initiatives with cities in the region with funding support from various national and international partners. (<http://southasia.iclei.org/>)