

EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE & TECHNOLOGY COMMISSION
(EASTEKO)

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TORs FOR CONFERENCE ORGANIZATION SUPPORT EXPERT

BACKGROUND

In collaboration with the EAC Regional Center of Excellence in Biomedical Engineering and e-Health (CEBE), University of Rwanda, and the EAC Secretariat, the East African Science and Technology Commission (EASTEKO) is organizing the “**Second East African Community Regional E-Health & Telemedicine Workshop, Ministerial Conference and Trade Exhibition**”, in Kigali, Rwanda, from 15th to 18th May 2018.

The Conference will gather participants including policymakers from public and private organizations, e-Health and Telemedicine experts and professionals, Technology and ICT solutions providers, Research and Development institutions, Development Partners, International and non-profit organizations, to consider and follow-up on the implementation of the resolutions of the first workshop, and also introduce EAC public and private sector decision makers to solutions that will enable the improvement of healthcare infrastructure and delivery through the use of ICTs.

The methodology will include a Ministerial Panel and a Development Partners’ Round Table, workshop sessions where selected papers will be presented and an exhibition of e-Health & Telemedicine solutions where companies will showcase their products, as well as field visits. The event will also provide an opportunity to share national, regional and global experience in e-Health and Telemedicine programmes and solutions, biomedical engineering and allow participants to get insight into policy and regulatory systems, infrastructure and technologies, and efficient partnerships to improve healthcare delivery.

It is against this background that the EASTEKO is recruiting a Conference Support Staff/Expert to enable the EASTEKO and co-organizers to efficiently and successfully prepare and organize the event.

MAIN PURPOSE OF THE JOB

The **main purpose** of the Conference support staff/expert's job is to carry out the functions of Conference Organizer to ensure that all the conference preparation steps are timely and successfully conducted.

The **expected outcome** is a well-organized and coordinated Conference.

DUTIES AND RESPONSIBILITIES OF THE CONFERENCE ORGANIZATION EXPERT

The role of the Conference organization expert is to support the Conference Co-organizers in general and EASTECO in particular to prepare and implement all required tasks for a successful event, including the execution of all required tasks related to the preparation and hosting a successful and professional Meeting, execution of the conference organization work-plan, invitations and communication with participants, and capturing the reports and minutes of the meetings of the Conference Steering Committee.

Working closely with EASTECO staff, the Expert will also submit to the co-organizers and EASTECO Secretariat all required proposals for a successful Conference, including suitable services regarding provision of information to participants, invitation and registration process and coordinate air travel, ticketing, and transportation arrangements for all participants.

A detailed breakdown of duties and responsibilities is outlined below:

1. Preparation and Management of the Conference:

- Review of the Conference concept note, the Conference themes and sub-themes, to recommend adjustments to the Work-Plan, Budget and the Programme Agenda of the conference;
- Ensure that all contacts (Potential sponsors, exhibitors, presenters, participants, etc) are followed up and communication handled;
- Support EASTECO Staff to ensure that all contacts and actions taken with suppliers are noted and communicated to EASTECO Management for approval;
- Promote the event using flyers, cold calling, and social media as examples of ways to spark attention;
- Prepare for and participate in the national and regional planning committee meetings for the conference.

2. Sponsors, Exhibitors, Participants' management:

- Establish with EASTECO Staff the list of Sponsors, Exhibitors, Key-note Speakers, Meeting Chairs and Moderators, Presenters, guest of honour and other participants;
- Send out Invitations to ALL participants, including meeting chair(s), speakers, moderators, etc; and follow up on invitations via telephone, email, or any other mean of communication;
- Administer registration through website and compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc;

- Identify and secure accommodation block booking for participants at alternate hotels and supervise the management of travel bookings/reservations for speakers;
- Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.);
- Support EASTECO Staff in facilitating arrangements for visas for participants, supervising the Protocol arrangements for VIPs, including arrival and departure at airport with the relevant Partner States' Ministries, International Organizations, as needed.

3. Conference Venue arrangements:

- Book venues and negotiate fees;
- Liaise with Venue Manager to ensure effective and efficient arrangements for all Meeting rooms (for plenary and break-out sessions), as per specified meetings' schedule;
- Ensure all required audiovisual and IT equipment is available in all the rooms as required;
- Ensure light catering as well as service maintenance are promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;
- Ensure that on site participants' registration is well arranged and managed;
- Ensure that tags/badges design and make up name for all participants, speakers, Media, VIPs, etc; are effectively and efficiently conducted;
- Support the EASTECO Staff in the preparation, production and efficient distribution of conference materials that will be used at the conference (including the book of abstracts and the Conference Programme);
- Liaise with EASTECO Communication Staff in the Design and printing of banners for the Conference, the Design and production of conference bags and other branding material, the arrangement for writing pads/notebooks and pens for participants;
- Ensure that notes /minutes of all conference sessions are kept.

4. Communication & Press Release:

- Prepare and set- up a one-stop general information support service/information kiosk for participants;
- In liaison with EASTECO Communication Staff, arrange publication of print media articles in local and international newspapers (one 10 days before, other on first day of the Conference and other day after the Conference);
- Support EASTECO staff to Manage and update website content and for social media accounts;
- Supervise High profile interviews – for TV, newspapers and other communication media – during the Conference, and at the Press conference.

5. Other general logistical arrangements and event management:

- Support the EASTECO Staff in the arrangement and management of VIP transport;
- Set up a secretariat room – incl. adequate staff;
- Support the EASTECO Staff and co-organizers in the planning and organization of all the meals, cocktails and other social/entertainment events during the Conference.

6. Conference Report/Proceedings

- Support the EASTECO Staff and co-organizers in the production of the Conference Report and Proceedings;
- Analyze event performance and prepare metrics presentation.

REPORTING:

The expert will be accountable to Executive Secretary, EASTECO. The day-to-day assignment and contact will be managed through the Deputy Executive Secretary, Program Development, to whom the expert will report directly.

CONTRACT DURATION, LOCATION AND REMUNERATION:

The assignment will run for 4 months from March 2018 until 30th June 2018

This expert will be based in Kigali, Rwanda. No relocation allowances etc. will be available. The expert will work from EASTECO premises located at Telecom House, Kacyiru, Kigali, Rwanda.

The expert fees will be equivalent of EAC **G5** scale with corresponding Salary specified for it.

ABILITY AND SKILLS

- ✓ Ability to coordinate big conferences
- ✓ Ability to integrate and summarize ideas.
- ✓ Ability to establish a good working relationship with the delegates and the conference organizers

QUALIFICATION AND EXPERIENCE

Applications are hereby invited from suitably qualified individuals from EAC Partner States, with the following profile:

Qualification and knowledge:

- At least a Bachelor Degree in Mass Communication, Event Management, business and management studies, hospitality management, marketing, travel and tourism or Public Relations;
- English language proficiency;

Professional experience:

- Evidence of Similar Work done within EAC region (at least 2 during the last 5 years);

Skills

- Sound work ethics, including commitment to time and meeting deadlines, as well as maintaining courtesy and trustworthiness;
- excellent interpersonal and communication skills;

- a high level of organisational and planning ability with excellent timekeeping skills and attention to detail;
- budgeting experience and a general financial awareness;
- team working skills, including the ability to manage and lead a team;
- ability to remain calm under pressure;
- adaptability and flexibility;
- influencing and negotiation skills;
- problem-solving skills;
- IT skills - Proficiency in computer software including Excel, and Microsoft Word.

SELECTION CRITERIA

The following criteria will be used for the pre-selection of the applications:

- Ability to provide required services (detailed CVs): 50%
- References to previous major event/conferences experience: 50%

An interview will be conducted for the pre-selected (shortlisted) candidates.

APPLICATION

All eligible and interested candidates from EAC Partner States should submit their applications by email at **info@easteco.org** (or by registered mail or courier service), with the following subject “*Application for Support Staff to the 2nd EAC Regional e-Health and Telemedicine Workshop*”:

- A letter of expression of interest, mentioning the applicant’s address;
- The description of the profile of the candidate, with an outline of recent activities on similar work;
- The CV of the candidate, including three (3) References
- Copies of academic and professional certificates.

The application should be delivered to the following address:

The Executive Secretary

*East African Science and Technology Commission (EASTECO),
2nd Floor, Wing C, Telecom House, Bld de l’Umuganda, Kacyiru,
Kigali, Rwanda*

info@easteco.org

To be received not later than 19th February 2018, at 5PM East African Time, or 4PM Rwanda Time (2PM GMT).

The EAC is an equal opportunity employer. Female candidates are encouraged to apply. EASTECO Secretariat shall only respond to those candidates who strictly meet the set requirements.