

Event Manager/Facilitator (Peshawar Based) - (01 Position)

Project:	Fighting the impact of the COVID-19 pandemic in Pakistan (FICP)
Minimum qualification:	Bachelor degree or equivalent Minimum qualification
Previous Experience	02 years of proven experience in coordinating training sessions or workshops
Location:	Peshawar, Pakistan.
Contract type:	Honorarium based
Honorarium:	PKR 81,000 per month inclusive of all applicable taxes
Contract Period:	The engagement period will be from August 05, 2023 till 30 th November 2023, with possibility of one month extension with mutual consent and satisfactory performance of the person engaged.

HOPE'87 is currently seeking Peshawar based services of a highly motivated and committed Event Manager. Responsibilities/expectations of the **Event Manager** are as follows;

- **Venue Coordination:** Coordinate with multiple training venues (7-8) to ensure timely availability of the spaces and other logistical arrangements for the training sessions, including but not limited to seating arrangements that are culturally appropriate taking into account the gender sensitivities and climatic conditions, availability of training materials, tools, equipment and stationery, timely information sharing with HOPE'87 and participants if necessary about the venue locations and duration, availability of food and water as per plans, coordination for safety and security of the venue and any other logistics arrangement for the smooth delivery of training content.
- **Coordination with Pre-selected Vendors:**
 - **Trainers:** Liaise with the selected trainers and ensure their availability for the scheduled training sessions.
 - **Food and Catering services:** Coordinate with the catering service provider for the training events, ensuring quality arrangements and dietary preferences are taken into account. Ensure that logistical arrangements and food services meet quality standards and are in line with the participants' satisfaction. Collaborate with venues to arrange the necessary setups, including seating arrangements, audiovisual equipment, etc.
 - **Printing services:** Coordinate with printing vendor for timely printing of training materials including training banner and ensure its availability at venues before the trainings.
 - **Other services:** Coordinate with the venues and HOPE'87 offices for the availability and correct installation of training tools and equipment, power backs etc.
- **Follow-up of Trainings:** Monitor and follow up on the progress of each training session and share progress with National Program Manager/Senior Program Manager, addressing any issues that may arise.
- Support HOPE'87 Staff in collection and arrangements of training documentations.
- Support HOPE'87 in financial close of trainings.

Note: The Event Manager will be responsible for arranging their own mode of transportation (preferably a motorbike) to travel to various venues efficiently.

This opening is required to be filled on an urgent basis and CVs will be reviewed and candidates will be selected on a rolling basis.

Please send your CV at
hope87.jobs@gmail.com
by **10th August, 2023**. Please mention the title in the subjectline.