



VACANCY: EVENTS OFFICER (application deadline: April 30, 2025)

Background:

The International Water Resources Association (IWRA) is a globally recognised non-profit, non-governmental organisation that was established in 1971. With a strong emphasis on collaboration between science, policy, and practice, IWRA serves as a knowledge and research-based forum dedicated to addressing pressing water challenges. IWRA's overarching goal is to enhance the understanding of water issues and foster sustainable water use and management worldwide. Through a multifaceted approach encompassing events, projects, publications, and capacity building, IWRA strives to facilitate informed decision-making and inspire dialogue across all sectors, scales, and communities. For more information, consult our website at www.iwra.org.

IWRA hosts numerous events, including but not limited to the World Water Congress, Islands Water Congresses, Technical and Regional Water Congresses, Online Conferences, Webinars, Master Classes, workshops, etc. With this growing portfolio, the Association is seeking a new Events Officer to manage these important activities. Responsibilities include directly managing Webinar Officers and coordinating large groups of external stakeholders, working together to deliver a variety of events. The role requires strong multitasking, administrative, and events experience, with excellent focus to detail.

We are currently seeking an experienced Events Officer to support the work of the Executive Office, to help the Association deliver its expanding portfolio of face-to-face, hybrid and online events. Working in a small dynamic international team, this person will report directly to the Executive Director. Candidates should be self-motivated, willing to take initiative, have capacity to work both independently and collaboratively, and be solution oriented.

Roles and Responsibilities:

This person will be responsible for managing all IWRA's face-to-face and online events, including:

- Coordination of all IWRA online and in person events, including stakeholder management and administrative activities in close collaboration with the Executive Director.
- Coordination of the events with the Communications Team, in collaboration with the Executive Board, Task Forces, Working Groups, Geographic Chapters, and key partners.
- Support of International Scientific Committees (ISCs), working with local hosts, to ensure oversight of abstract and proposal submission processes across all events, and event programme development.
- Management of our team of part-time Webinar Officers.
- Overseeing attendee management and follow-up with all event stakeholders, including managing event speakers and attendees, rapporteurs, and World Water Envoys; providing briefings and logistical support as required.
- Providing reports and updates to the Executive Board and ISCs for meetings and events, including minutes, summaries, action logs, etc.



- Capturing specific and general outcomes/outputs from events, and packaging them into reports to be shared on IWRA's website, social media channels, etc.
- Working with Executive Office and Board members to design, implement and monitor IWRA's events strategy, including the identification of future hosts for the World Water Congresses, Islands Water Congresses and Technical/ Regional Water Congresses, as well as seeking sponsors for all events.
- Working with the Communications Team to select the best digital platforms for online events, such as master classes, webinars, etc.

Candidate Profile:

- **Essential**
 - Demonstrable experience in planning, organising, and hosting international and high-level face-to-face, hybrid, and online events, including content development and strategic process planning
 - Excellent people management skills, including an ability to coordinate large groups of people in a multi-cultural environment across multiple time zones
 - Expert knowledge of Zoom, Teams and other online meeting/events platforms
 - Proven ability to identify new hosts, partners, and/or sponsors for events
 - Fluent level in written and spoken English
 - Excellent written and verbal communication skills
 - Competent using Google Suite, Microsoft Word, Excel, PowerPoint, and other packages
 - Ability to work remotely and independently on different issues at the same time and to adhere to strict deadlines
 - Ability to travel internationally as required
- **Desirable**
 - A working knowledge of French/Spanish or other official UN languages
 - Knowledge of the water sector (political sciences or hard sciences)
 - An understanding of event marketing/communications
 - Creative thinker and an eye for good design

Duration:

12 months, open to renewal.

Payment and work conditions:

3,400 € / month (gross) on a contract basis (approx. 35 hours per week)

IWRA operates on a remote working model. IWRA also offers the option of a physical workspace, if desired, at its offices located at International Network of Basin Organisations (INBO) premises in Paris, France.

Start Date: June 2, 2025

To Apply:



Please send your CV (maximum 2 pages) and a one-page letter of motivation addressed to Mr. Ignacio Deregibus, IWRA Executive Director, at office@iwra.org by **April 30, 2025**.