



Job Description

Position Title	Conference Coordinator (6-Month Contract)
Department	Office of Research / SDP
Reporting To	Shama Dossa
Type of Position	Contractual Full Time

POSITION DESCRIPTION

We are seeking a skilled individual to fill the role of Conference Coordinator for a project focused on climate change, conflict, and peace from a feminist perspective. This role entails a variety of responsibilities, including conceptualizing the conference, developing a work plan for communications and engagement, coordinating abstract submissions, supporting logistics, and collaborating with relevant Habib University departments. The primary focus of this conference is to create conversations around the areas of climate change, conflict, and peace from a feminist perspective. The project aims to empower students to produce publishable research papers and host a two-day conference in March 2024, providing a platform to share their findings with policymakers, practitioners, and scholars. This position offers the opportunity to contribute significantly to the cause of peace, gender sensitization, and climate action, and influence future academic and policy discussions.

DUTIES AND RESPONSIBILITIES

Concept Note and Work Plan Development:

- ✓ Designing a comprehensive concept note for the conference.
- ✓ Developing a detailed work plan for communications and engagement, including abstract submission.

Abstract Submission and Communication:

- ✓ Managing the call for applications, submission process, and reviewing abstracts.
- ✓ Coordinating communication efforts to engage potential participants, contributors, and attendees.

Logistics and Coordination:

- ✓ Collaborating with relevant Habib University departments for successful conference planning and execution.
- ✓ Handling logistics such as venue, communications, catering, audio-visual setups, and speaker coordination.

Copy Editing and Publication Support:

- ✓ Coordinating copy editing of conference proceedings.
- ✓ Providing support for the publication of a special issue of the Tehzib journal and/or conference proceedings.

Pedagogical Model Development:

- ✓ Contributing to the creation of an educational model based on project insights, aimed at university-level implementation.

Documentation and Reporting:

- ✓ Producing narrative and Monitoring and Evaluation (M&E) reports as per milestones allotted by the funding agency, with accompanying documentation.
- ✓ Preparing a final narrative report upon project completion.

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REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's degree in a relevant field; a master's degree will be considered an advantage.
Required Experience	<ul style="list-style-type: none">✓ Proven experience in planning and implementing conferences or events.✓ Prior involvement in projects funded by international funding agencies/organizations.✓ Exceptional proficiency in editing and formatting academic and research documents.✓ A solid understanding of research processes and academic environments.✓ Knowledge of climate change, conflict, and peace-related topics is preferred.✓ Proficiency in Microsoft Office, graphic design, social media and project management software.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Conference Coordination Skills (Planning and Execution)	High
2.	Written Communication (including Report Writing)	High
3.	Stakeholder and Logistics Management	High
4.	Copy Editing and Formatting	Medium
5.	Organizational and Project Management Skills	High
6.	Ability to work both independently and collaboratively.	High
7.	Interpersonal and Networking Skills	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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