



NATIONAL UNIVERSITY OF VANUATU

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Terms of Reference

Logistics support officer for the multidisciplinary conference on Norms

We are looking for a motivated Logistics Support Officer to assist the organizing committee in organising the interdisciplinary conference on the Standard that will take place on May 14 and 15 in Port Vila.

You will be recruited for the two days of the event (14 and 15 May) and beforehand, if necessary, from **Monday 5 May** and you will be responsible for certain logistical aspects during the conference. You will report to the organising committee of the Conference on Norms.

Responsibilities and expected results:

- Management of the list of conference participants (badge, registration, etc.)
- Support for the organization of the dinner party and the closing cocktail:
 - o Guest List
 - o Drinks and food
 - o Development of the UNV campus to host the event
 - o Entertainment (cultural band and musicians)
- Communication and printing support
- Assistance in the management of operations related to the event (invitations, RSVP, venue preparation, IT system, catering, etc.)

The successful candidate(s) will have the following profile:

- Be responsible and reliable
- Be a team player
- Have a sense of communication and attention to detail
- Be enthusiastic
- Problem-solving skills
- Be well organised
- Ability to manage stress and stay calm
- Ability to communicate and write in Bislama, English and French

Local contract **500 VT/hour justified + transport and communication costs**

Please send your application, consisting of a curriculum vitae and a cover letter, to centredelanguages@univ.edu.vu indicating the title "Logistics Support Officer Conference Norm". You can apply individually or in teams of up to two people. Closing date: **Monday 21 April 21 2025, 5 p.m.**