

Job Description



Job Title:	Event Logistics Support Intern – International Civil Society Week		
Cluster:	Innovation and Sustainability		
Salary:	USD 1,200/Month	Contract Type:	Initial 3 Month, Extendable up to 6 Months.
Location:	Remote (preferred regions: Africa or Europe)		
Reports to:	Project and Learning Coordinator – Civic Space Grant (Norad)		
Direct Reports:	None		
Job Role			
Role Overview:	You will work closely with the South Africa-based CIVICUS Events and Operations teams to support the planning, coordination, and implementation of International Civil Society Week by supporting critical event logistics, including maintaining staff and participant travel databases, monitoring travel requests, and supporting with event administration; acting as internal (CIVICUS) event liaison between the travel team and staff coordinating events at ICSW; monitoring event payments and budget allocations, including maintaining a payments tracker; supporting monitoring and reporting efforts to document and evaluate the event for reporting to funders, internally and to participants.		
Areas of Responsibilities	Key Activities		
Supporting critical event logistics	<ul style="list-style-type: none">• Maintaining staff and participant travel databases in Excel• Maintaining the venue needs list for CIVICUS events in Excel• Monitoring travel requests in Excel and Smartsheet, and supporting with event administration.		
Acting as internal (CIVICUS) event liaison between the travel team and staff coordinating events at ICSW	<ul style="list-style-type: none">• Act as support liaison between travel team and internal partner event managers for ICSW travel and logistics using Outlook, Teams and our internal communications platform.• Monitor ICSW-related travel requests and provide support on administrative action and management thereof.• Maintain up-to-date reporting on logistics aspects of ICSW event to the planning team.• Provide support to travel and operations teams around general ICSW-related planning and administration.		
Monitoring event payments and budget allocations, including	<ul style="list-style-type: none">• Ensuring travel invoices are received and payments made in a timely manner.• Invoice upload, support and management for ICSW-related costs.• Spend tracking of project-funded activities in Excel using data from Power BI.		

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maintaining a payments tracker	<ul style="list-style-type: none"> Developing and updating a dedicated tracking sheet in Excel and ensuring staff follow procurement procedures.
Supporting monitoring and reporting efforts to document and evaluate the event	<ul style="list-style-type: none"> Work with the Project and Learning Coordinator and Impact and Accountability team to develop a monitoring and reporting system, and gather post-event reflections on engagement and possible outcomes. Draft a narrative report on project expenditure and activities at ICSW for reporting to funders, internally and to participants.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> Have a minimum Bachelors' degree in international relations, development studies, social sciences, communications, or finance and office administration, plus experience in event planning and budgeting, project management, or a related field.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> Are tech-savvy and very proficient using digital tools like Excel (including advanced formulas) and Word, as well as communicating using Outlook, Teams and Zoom. Have excellent written and verbal communication skills in English. Are highly organised, detail-oriented, and can work independently in a remote setting under pressure.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> Knowledge of Smartsheet and Power BI, and Excel macros Knowledge of Microsoft Access or another database management system Speak additional languages.