

Terms of Reference for

## **Professional Conference Organiser (Exhibition)**

The Mayors Award Scheme in Tanzania

A European Union funded project being implemented by the Association of Local Authorities in Tanzania and United Cities and Local Governments of Africa

Job Title:	<b>Exhibition Organiser (Exhibition)</b>	
Duty Station:	<b>Tanzania</b>	
Responsible to:	<b>Mayors Award Scheme Management Board</b>	
Reporting through:	<b>Mayors Award Scheme Steering Committee</b>	
Contract Duration	<b>32 days (Spread over a period of 4 months)</b>	
Remuneration	<b>Commission Based</b>	<b>Amount: Percentage negotiable</b>
Facilitation	<b>Accountable allowance</b>	<b>Amount: 9,600 Euro</b>

United Cities and Local Governments of Africa (UCLG Africa) is, in conjunction with Association of Local Authorities in Tanzania (ALAT) and with support of the EU, implementing the 3rd edition of the Mayors Award Scheme in Tanzania.

A Professional Conference Organizer is sought to take care of organizing and managing the MAS official ceremony and the MAS Gala Dinner in April 2019.

### **Background**

The Mayors Award Scheme (MAS) is a United Cities and Local Governments of Africa (UCLG Africa) flagship brand to celebrate the performance of local governments and local service delivery to the citizens in Africa. The MAS was for the first time implemented in Tanzania, in 2015, through a joint effort of the Association of Local Authorities of Tanzania (ALAT) and UCLG Africa. Its implementation is guided by a memorandum of understanding signed between the two parties.

The main goal of the MAS is to identify and acknowledge, every year, role models in local leadership in terms of promoting effective service delivery, local economic development and good governance at subnational levels in Tanzania and thus, contributing to the promotion a performance-based, service delivery-oriented, citizen-centred local governance system that favour the emergence and consolidation of accountable, participatory and inclusive local governments in the country.

The lead applicant and implementer of the MAS project is UCLG Africa, the Pan African organisation that represents the voice of local governments in Africa. The implementation is being done in conjunction with ALAT, which brings together all local authorities in Tanzania.

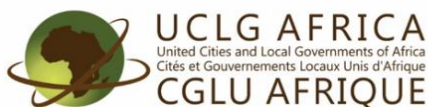
## Tasks and Responsibilities of the Profession Conference Organiser

- i. Plan exhibition hall layouts and related activities programme such as workshops, seminars and demonstrations
- ii. Organise and superintend over the MAS gala dinner
- iii. identify suitable venue within identified location and ensure all necessary equipment is available
- iv. Sell stand/exhibition space to potential exhibitors
- v. Seek and secure sponsorship
- vi. Design and manage registration and payment systems for exhibitors and visitors and account for the proceeds
- vii. Ensure compliance with legal, health and safety requirements
- viii. Coordinate caterers, stand designers and equipment hire
- ix. Organise car parking facilities, security, first aid and catering
- x. Promote the MAS and organise the production of tickets, posters, catalogues and sales brochures
- xi. Supervise the dismantling and removal of stands.

The position requires work of a conceptual, analytical and advisory nature at the higher professional level related to partnership mobilisation, branding and marketing of the product and research work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include a university degree and relevant past professional engagement commensurate with the advertised tasks, and in any case, of not less than 7 years of work experience.

### Required experience and educational background:

- Proven ability to coordinate and lead successful teams, with focus on product publicity and securing of partnerships.
- In depth knowledge of branding and marketing and comprehensive understanding of resource mobilisation and necessary field experience in public-private partnerships.
- Experience in managing exhibitions related to the concept of recognition and reward schemes.
- Ability to conceptualise, visualise and write strategy documents.
- Excellent written and oral communication skills with Imagination and creativity
- Good interpersonal and negotiation skills, organisational ability and time management
- Ability to multitask with attention to detail and ability to work effectively under pressure
- Ability to cope with pressure and tight deadlines and Willingness to work unsociable hours
- Strong ability to communicate in English and Swahili;
- Proven ability to collaborate well and to deliver work in a timely manner.
- Geographical knowledge Tanzania will be of added advantage.



## Submission of Application

Please submit to the following address, your hand written application letter along with

- an update curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General

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Please note that the application letter, curriculum vitae; motivational letter should be written in English.

