

JOB DESCRIPTION	
Department: COMMUNICATIONS	
Position: EXTERNAL EVENTS SENIOR OFFICER	Reporting to: External Communications Manager Number of supervise: 1
Duration: Open-ended contract (full time)	
Current Job Grade: C	

Purpose of the position

The External Events Senior Officer is responsible for developing and managing strategic action plans for the success of external events to fulfil the delivery of MSF Japan’s Communications objectives, guided by the strategy of MSF Japan. He or she will supervise and collaborating with the External Communications Officer as a unit, under the direction of the External Communications Manager, and expected to collaborate with other departments.

Objectives

Develop and oversee external events activities, including but not limited to lectures, community engagement events, and one-off or irregular events and ensure that they meet MSF Japan communications objectives to increase reach, awareness and engagement in Japanese society.

Requirements of the position

Based in Tokyo.

Main Responsibilities

- Develop medium- and long-term plans for MSF external physical and online/virtual events, from large scale public-engagement events, to smaller scale external activities including but not limited to lectures, symposia, conferences, workshops and public engagements by MSF staff.
- Day-to-day management of MSFJ events strategy in line with ‘Harvesting support from Japan for our operations’ objectives.
- Under direction of External Communications Manager conceptualise, plan and develop new forms of external events and engagement with the public.

- Supervise and collaborate with the External Communications Officer in organizing effective events as a unit
- Advise and support other MSF staff project managing and engaging in events.
- Support and advise Advocacy, fund-raising and field human resources external activities when required.
- Analyse the means and outcomes of regular and special events and external activities.
- Take an active role in ensuring the principles of MSF are upheld in third party events that MSF takes part in.
- Approve material used in events and external activities in accordance with MSF policies.
- Work within a budget and keep accurate financial records.
- Identify target audiences, promote the events and assist in physical / online management.
- Ensure events are properly resourced with technical expertise, human resources and financial means.
- Be the focal point for incoming requests for MSF to participate in external events, and be the key person for internal questions and requests about events.
- Provide assistance in delivery in terms of logistics (including but not limited to communications with organisers and travel arrangements for speakers).
- Ensure the relevance and highest quality of external communications material (promotion flyers, presentation kits, videos, digital material, etc.) used in external activities.
- Communicate with organisers to meet their needs and maximise the benefits to MSF.

Qualifications and requirements

- Genuine interest in and commitment to the medical humanitarian principles of MSFs.
- Working in a diverse organisational culture and promotion of advocacy and campaigning communications messages.
- Excellent English and Japanese / communication skills.
- Experienced project management and event management skills, preferably both in physical and online events.
- Strong interpersonal and presentation skills.
- Strong negotiation skills.
- Confident.
- Ability to work autonomously and as part of a team.
- Strong budget management skills.
- Knowledge about MSF mission and objectives.
- Have a strong set of existing contacts of external vendors and locations related to events and external affairs.
- Ability to research and introduce new approach in the field of event management

Desirable

- Ability to speak other languages.

- Good understanding of medical topics.
- Curiosity and willingness to learn, explore new ideas.

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Application :

If you are interested in this position, please apply as per the instruction below;

Application documents (Please send all these documents)	<ol style="list-style-type: none"> 1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 職務経歴書（できれば顔写真付き）（和文） 4. 志望動機書（和文）
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	November 5, 2020
Note	Only short-listed applicants will be contacted.