



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Job Description – ADMINISTRATION AND EVENTS ASSISTANT

Location: Lusaka, Zambia

Term: August 2022 – Feb 2023

Salary: Approximately pro rata £800 per month calculated at 20 working days per month

This is a consultancy contract, so the fee is paid per each working day.

The International Growth Centre (IGC) is seeking an Administration and Events Assistant to be based in Lusaka to support IGC's Zambia country programme. The role includes planning and execution of in-country events and providing general administrative support to the country team across projects.

The role is a consultancy with remuneration calculated for each working day. The IGC expects the person to work for 20 working days a month with remuneration equalling £800.

Main Duties and Responsibilities:

General administration:

- Scheduling internal and external meetings for project and IGC staff;
- Manage meetings, draft agendas, and take notes;
- Review correspondence with IGC's Zambia country programme;
- Maintain and expand IGC's Zambia contact database;
- Manage relationship with vendors.

Event management:

- Assist in issuing invitations and visa support letters to guests;
- Arrange flight bookings for participants and speakers;
- Liaise with delegates and hotels regarding accommodation;
- Track RSVPs and assist with the management of event registration (in-person and online);
- Prepare and assemble delegate packs with information on the conference;
- Support IGC personnel in the general coordination of logistics (catering, AV requirements, Zoom setup, etc);
- Handle any general attendee queries and provide information in a prompt and efficient manner, or field enquires to other colleagues as appropriate;
- Help support the day-to-day conference on-site operations (registration, room set-up, and other miscellaneous tasks);
- Oversee the dismantling and removal of the event materials and clear the venue efficiently.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

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Key required skills for the role are:

- Strong IT and clerical skills in the use of the MS Office suite and Zoom.
- Previous experience and/or personal interest in event management;
- Minimum of one year's experience in team administrative/support role;
- Self-motivated, enthusiastic and proactive;
- Excellent attention to detail;
- Ability to work under pressure and to meet tight deadlines on several tasks simultaneously;
- Excellent writing skills in English;
- Excellent interpersonal and communication skills, both written and oral;
- Access to a personal laptop and a stable internet connection.

We value diversity and wish to promote equality at all levels.

If you are interested in being considered for this role, please submit your CV and a brief supporting statement with evidence of your suitability for the position to zambia@theigc.org as soon as possible and no later than 5th August 2022.

Applications will be reviewed on a rolling basis.