TERMS OF REFERENCE

Department: Group on Earth Observations (GEO) Secretariat
Section: Operations
Title of post: Events Officer
Grade: P2 (tbc)
Duty Station: Geneva, Switzerland or remote

---

1. **ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:**

The Group on Earth Observations (GEO) is an intergovernmental partnership that provides trusted Earth Intelligence as a public good to support evidence-based decision-making. Hosted by the World Meteorological Organization, GEO brings together 116 governments and over 160 organizations, including leading space agencies, research institutions, UN bodies, and private sector innovators. Through interdisciplinary collaboration, GEO empowers everyone, everywhere, to access and contribute to open, actionable Earth observation data; enabling better decisions for people, planet, and nature.

The Events Officer will be a member of a collaborative team and will be responsible for providing logistical support for the organization of GEO's portfolio of high-profile international events, including GEO Forum, the GEO Symposium, Ministerial Summits, and other workshops and meetings (in-person, virtual, and hybrid).

The incumbent will operate according to established GEO and WMO guidelines and procedures. As a junior professional, the position is considered a learning role, where the incumbent will develop expertise in international event management. The supervisor will provide close guidance and supervision, particularly on interactions with external partners and on matters with policy or financial implications.

---

2. **DUTIES AND RESPONSIBILITIES:**

The incumbent will perform the following duties:

1. **Event Planning and Logistics Support:**
    - Assist in all logistical aspects of GEO events, including the coordination of venue management, audio-visual services, catering, and participant travel.
    - Support the procurement of goods and services by preparing specifications and assisting in the evaluation of proposals from vendors and suppliers.
    - Maintain event planning timelines and checklists to ensure tasks are completed on schedule.
2. **Participant and Stakeholder Coordination:**

- Manage the event registration process, including setting up online registration forms, tracking registrations, and handling inquiries from participants.
- Prepare and distribute event-related materials, such as invitations, agendas, practical information notes, and post-event communications.
- Serve as a point of contact for participants, speakers, and exhibitors, providing timely and professional support.

3. **Communications and Documentation:**
    - Collaborate with Communications colleagues to provide content for the GEO website, social media, and other promotional materials related to events.
    - Assist in the preparation of event documentation, including background notes, presentations, and meeting summaries.
    - Support the collection and analysis of post-event feedback through surveys to contribute to lessons learned and reporting.
4. **On-site and Virtual Event Support:**
    - Provide on-site support during in-person events, including registration desk management, coordination with venue staff, and assistance to speakers and participants.
    - For virtual and hybrid events, assist in the technical setup and operation of the event platform (e.g., Zoom, Webex), manage virtual breakout rooms, and provide technical support to online participants.
5. **Administrative Support:**
    - Provide administrative support to the events team, including scheduling meetings, preparing meeting minutes, and maintaining organized records of all events.
    - Assist in monitoring event budgets and tracking expenditures.

---

3. **WORK RELATIONSHIPS:**

The role requires frequent interaction with:

- All staff within the GEO Secretariat.
- Host country representatives and local organizing committees for GEO events.
- Representatives from GEO Member governments, Participating Organizations, and GEO Associates.

- External vendors, suppliers, and consultants for event-related services.
- Participants, speakers, and exhibitors at GEO events.

---

4. **QUALIFICATIONS**

Education:
A Master's degree or equivalent in Event Management, Communications, International Relations, Hospitality Management, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the Master's degree.

Experience:

A minimum of two years of professional experience in organizing conferences, workshops, or other large-scale events.

Experience in an international, intergovernmental, or non-profit organization is highly desirable. Experience with virtual and hybrid event platforms and technologies is an asset.

Languages:

Fluency in English (both oral and written) is required. Knowledge of another UN language is an asset. Note: The working language of the GEO Secretariat is English.

Other Requirements:

- Excellent organizational, planning, and time-management skills.
- Strong attention to detail and a proactive approach to problem-solving.
- Ability to work effectively and collaboratively in a fast-paced, multicultural team environment.
- High level of proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with event management software and online collaboration tools.
- Excellent English writing skills including the ability to provide clear, concise, audience-appropriate briefs, reports and concept notes.
- Strong interpersonal and communication skills.
- Commitment to providing a high level of service to all stakeholders.