

BIHAR VIKAS MISSION

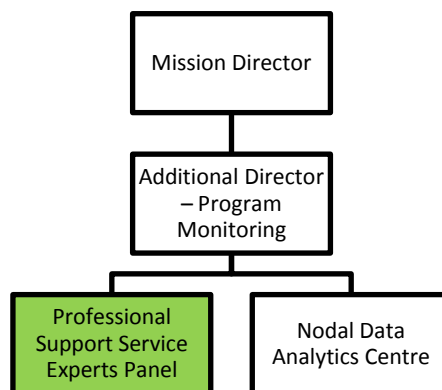
Job Description



1. General Information

Position Title:	Event Management Expert
Reports to:	Additional Director - Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Event Planning & Management

- Liaise with senior officials in the concerned Department to understand the Department's plans and requirements related to execution of events and programs
- Conceptualize and plan mass campaigns and events based on identified events / programs / campaign needs of the concerned Department, in conjunction with relevant Department teams and officials
- Plan mass public outreach programs and campaigns to promote the concerned Department's schemes and initiatives and / or engage and collect public feedback
- Develop and gain agreement to short and medium term campaign plans and programs including the types and occasions that are planned together with accompanying media plans for release at press conferences
- Conduct research and provide insights to concerned Department officials to ensure incorporation of best practices and latest trends related to event planning and management, from across different States and facilitate management decision-making
- Provide the required guidance and support to Department team for management of all logistics pertaining to campaigns and events (e.g. booking hotels & tickets, securing catering, installing booths etc.) to ensure flawless and efficient execution of events
- Organize and oversee Government and Department employee participation in campaigns and events and coordinate across business lines
- Establish relevant systems and procedures and ensure that response and feedback on executed events and programs is constantly and consistently collected and communicate to concerned Department officials

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Activities Planning

- Provide the required guidance and support in overseeing all associated activities on the event day to ensure that all undertaken tasks are implemented efficiently and cost-effectively
- Guide team in maintaining an updated calendar of events programmed including type of event, date, expected participants, protocol requirements, venues availability, and estimated costs
- Supervise Department team to prepare the mailing lists and the invitations to the appropriate event guests in order to ensure that lists are up-to-date and invitations are ready for dispatch when required
- Guide preparation of variety of publications, materials and programs for campaigns and events in conjunction with relevant teams, as required

Vendor Management

- Establish, build and manage the relationship with third-party vendors in order to facilitate delivery of high quality services in alignment with Department's interests and requirements
- Lead / participate in selection and negotiation with major vendors for planning and execution of events and programs as required, ensuring the terms and conditions are favourable to the Department requirements

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree or higher (full time) in any discipline
- Minimum 8 years of post-qualification experience in planning and execution of events / programs / campaigns (conferences, conclaves, roadshows, festivals etc.)

Preferred

- Less than 70 years of age as on 1st January 2018
- Experience in conceptualizing and implementing nation-wide / state-wide events / programs / campaigns in a reputed organization / multinational corporation
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managing nation-wide / state-wide events / programs / campaigns
- Bachelor's degree or higher (full time) in Public Relations / Mass Communication / Marketing / Business Administration from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time
- Certificate / Course in Event Management / Event Planning from a Government of India recognized institute

* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF

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Colleges or Universities or Overall Rankings will be considered

5. Knowledge and Other Skills

- Excellent interpersonal and negotiation skills
- Excellent knowledge of public relations, and event management procedures and techniques
- Proven ability to manage high profile public relations, marketing and branding events
- Strong vendor management skills
- Good knowledge of fundamentals of brand building & communication development

6. Competencies

		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			✓
ii.	People First			✓
iii.	Consultation and Consensus Building			✓
iv.	Initiative & Drive			✓
v.	Problem Solving			✓

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>