



REQUEST FOR EXPRESSIONS OF INTEREST

FOR THE RECRUITMENT OF AN INDIVIDUAL

As

PUBLIC RELATIONS AND INTERNATIONAL EVENTS COORDINATOR (PR-IEC)

Part-Time Contracted Short-Term Position

Expressions of Interest (EOI) are invited from qualified and appropriate Individuals with demonstrated knowledge, experience and proven skills in the provision of Public Relations and International Events Coordination to the Telecommunications and Radiocommunications Regulator (TRR). The key focus of this role is to lead and manage Public Relations and Coordination of the International Telecommunication Union's (ITU's) 2019 Global Symposium for Regulators (GSR-19) which will be hosted by TRR and the Government of Vanuatu. It includes other TRR Public Relations duties Events Coordination as directed.

Previous GSR's have hosted hundreds of participants and accompanying persons and this number can be expected for GSR-19.

This is a part-time contracted short-term position. The term of engagement is from Quarter 2 2018 to Quarter 3 (31st August) 2019 and the person will be engaged and paid on an hours worked basis.

Interested candidates should register their interest by applying for this post in writing to TRR. Eligible consultants must provide information and evidence:

- of their suitability for the post, including being able to demonstrate their ability to undertake all of the required work and meet all expected deliverables;
- demonstrate that they are suitably qualified to perform the tasks (description of similar assignments and have experience of similar work);
- Of their availability and ability to transfer skills and pass on knowledge of how to undertake such tasks to TRR staff, etc.

Evidence may be in the form of certificates or references from organisations; however, a detailed CV and an application letter must be provided.

The Role

TRR anticipates that the role will involve at least the following tasks:

Task 1: The PR-IEC will develop a detailed preliminary project management plan to enable the successful and complete administration and management of Vanuatu's hosting of the ITU's GSR - 2019; drawing on the principles of the Project Management Institute (PMI) and the inclusion of a timeline and task assignment list using project management software. This plan is due April 30th, 2018.

Task 2: The PR-IEC will work closely with respective and important stakeholders and lead the coordination and undertake the important works required including national security and safety, transportation (both air, land and sea), accommodation plans, immigrations and visa activities, customs and quarantine including bio security, catering and hygiene, communications and other public relations activities, Infrastructure and Audio Visual, Financial mechanism readiness in respective spots and medical health preventions, decorations and cleaning, physical layout arrangements and more other required tasks. This effort must commence in May 2018 and will run through to at least March 2019.

Task 3: The PR-IEC will work with the International Telecommunications Union (ITU) assigned Officer to develop associated event planning for GSR-2019, including special events for both the participants and for the attending partners of participants, ensuring that a good mix of informative programs with substantive discussion building on the GSR-19 theme, as well as entertainment is achieved. The PR-IEC will:

- Assist the assigned ITU team in developing all aspects of the GSR-19 program, including seminars/discussions of major telecom/ICT issues;
- ensure the events and programs developed are appropriate, stimulating, and follow: a theme tied in to or identical with the GSR-19 theme;

- develop a complete list of the titles of all elements of the program and all events, as well as their physical locations (e.g. names of buildings, places, as well as addresses);
- provide and cater for the inclusion of officials from the ITU to be physically present at the event, for the Vanuatu Prime Minister, appropriate Ministers, Officials, Ambassadors, etc, at appropriate stages of GSR-19; including in the opening and closing ceremonies;
- develop invitation letters;
- develop an appropriate document for the Government's approval of financial commitment;
- provide for the involvement of non-attending ITU member countries and outer islands via video-conference link, appropriate signage and publicity; functional and interesting booths from vendors, Ministries, NGOs, operators and others; and inclusion of a high tech Expo with new technologies and products.
- Work very closely with the Event Focal Points at both the National and International level:
 - o Focal points for the overall coordination of the Symposium (the Vanuatu Telecommunications Regulator and the appointed Officer at the ITU),
 - o Focal points for contents coordinator,
 - o Focal Points for ICT infrastructure and Audio Visual,
 - o Focal Points for security and safety; and
 - o Focal points for communications.
- familiarize him/herself with ITU reference material, including from previous GSR's, and particularly the 2019 GSR's theme and the previous 5-year themes, and harmonize these into the event as required;
- follow the direction of the Regulator, TRR, at all times and work cooperatively with the Regulator, TRR and all TRR staff;
- liaise and work cooperatively with OGCIO, the office of the Prime Minister, Minister responsible for ICT/ Telecommunications, the Vanuatu telecom operators, Ministries, key stakeholders on security and safety, key stakeholders on transportation, stakeholders on accommodation, key stakeholders on Immigration and customs, key stakeholders on catering, key stakeholders on communications, key stakeholders on infrastructure, key stakeholders on landscaping and physical decorations and cleanliness, key stakeholders on financial requirements and readiness, key stakeholders on medical health and prevention, required NGOs and others involved with GSR-19, to ensure that they are consulted, and that their views are considered and incorporated into the event plan appropriately.

Task 4: The PR-IEC will produce a comprehensive updated plan for the event, documenting all actions taken, including the above-mentioned requirements and decisions taken. The updated plan and a comprehensive report must be provided by COB 31 July, 2019 and must include an updated GSR-19 project timeline in project management software, incorporating all aspects of the complete GSR-19 program and associated events.

Task 5: The PR-IEC will, upon TRR approval of the project plan referred to in Task 4 above, then proactively project manage and execute all required deliverables of the plan developed under Task 4. The PR-IEC will be supported by TRR staff; at the direction of the Regulator, TRR. The complete planning for GSR-19 and all associated events must be in place and fully established by the end of May 2019.

Task 6: The PR-IEC will write an "outcome and after the event/ lessons learned" report immediately following the GSR-19 closure; documenting the positives, the problems, feedback from participants and sponsors, and how a future event might be able to be improved (as compared to the GSR-19 event delivery). This report must be provided by COB 31st August, 2019.

Task 7: The PR-IEC will assist TRR with other events and public relations matters before GSR-19, as they arise, and as directed. This includes but is not limited to:

- Developing, issuing or, as a minimum, assisting with developing and issuing press releases on TRR matters, including accomplishments;
- Developing, initiating and supporting the Regulator, TRR, on public relations matters, devising a social media strategy, developing public documentation, developing presentations to client Ministries, key stakeholders and other parties; and
- Developing a strategy for setting up a permanent "infoComm" style event in Vanuatu.

These actions, deliverables and/or reports are required on dates as set by the Regulator, TRR.

Task 8: The PR-IEC will undertake any other duties, including other PR-IEC duties as assigned by the Regulator; such as TRR products / services brochures and other marketing material.

Task 9: The PR-IEC must produce brief monthly reports on activities achieved and way forward action on the overall coordination of the symposium which are the assigned ITU officer and the Telecommunications and Radiocommunications Regulator.

Qualifications

The PR-IEC must have a majority, and preferably all of the following capabilities and skills:

- Proven and, particularly, demonstrable successful experience in major event planning, including sponsor solicitation; locally and internationally.
- A range of high level of local and international business contacts and relationships.
- Proven successful experience in public relations, project management and people skills.
- Proven experience in developing and successful use and application of project management software.
- Sound experience in telecommunications and ICTs.
- High-level familiarity with MS Office packages.
- An upbeat, pleasant, cooperative, cheerful, fully reliable and diligent attitude, drive and importantly an outcome focus.
- Display loyalty, commitment, focus and have the capacity to be proactive, think on their feet, handle and resolve problems as they develop and ensure a quality and on-time delivery, at all times.
- Relevant training in public relations, event planning or related issues.
- Fluency in English and French; Bislama and an island language would be a plus.

Procedures for Application

Interested applicants should submit their applications and detailed resumes, references, billing rate, and a cover letter by the **deadline of cob 30th of March, 2018.**

The Regulator

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