

Job description: Event Manager
International Association of National Public Health Institutes (IANPHI)

MISSION

Organization: International Association of National Public Health Institutes (IANPHI)

Position: Event Manager

Area: Public Health / Events

Type of contract: Permanent, full-time position

Start date: October 20, 2025

Address: The Secretariat of the Association is located at Robert Koch Institute, Gerichtstr. 27, 13347 Berlin, Germany

PRESENTATION OF THE ORGANIZATION

The International Association of National Public Health Institutes (IANPHI, www.ianphi.org) is a global network of national public health institutes (NPHIs). IANPHI is an international non-profit association under Belgian law which currently comprises 128 member institutions in 107 countries. Its mission is to strengthen global public health capacities by connecting NPHIs across the world. IANPHI is an inclusive and independent professional association, which promotes an evidence-based approach to public health and strives for scientific excellence.

The Association is governed by the General Assembly. The affairs of the Association are conducted by the General Assembly, the Executive Board and a Secretary General. Its organizational structure includes four Regional Networks (Africa, Asia, Europe, Latin America/Caribbean), currently five Thematic Committees and a network of institutional focal points. The IANPHI Secretariat, led by the Secretary General, provides support to the Association's activities and its Members.

JOB DESCRIPTION

Accountable to the IANPHI Secretary General, the Event Manager is responsible for the organization of IANPHI's global and regional events (in-person and online). The postholder will work in close collaboration with the Secretariat team, particularly with the Communications Manager, to support the network of Directors, Institutes and Partners. S/he will support the implementation of the Association's strategic goals and its governance to ensure the Association's proper functioning and development.

Tasks and responsibilities

Activities related to events organization and coordination

- Organization of in-person, virtual or hybrid meetings including global Annual Meetings, General Assembly, and Regional Network Meetings, webinars, workshops, etc. in line with IANPHI Statutes and Internal rules. This includes, but is not limited to, managing calls for hosting/for applications, supervising legal / contract processes, coordinating program development and logistics, monitoring budgets and managing events on-site, including team coordination.
- Contact person for members and partners linked to planned events.

- Support to the Communications officer regarding announcements and results of events (IANPHI website, newsletters, social media).

Activities related to strengthening a Regional Network

- Support to Chair and Vice-Chair in drafting the Regional Network's annual Workplan. Implementation and monitoring of related activities.
- Support for the development of the Regional Network: engagement with new members, communication with members, organization of online meetings, minutes and report writing.
- Follow-up and coordination of the Association's external partnerships in the region.
- Conduct specific projects and address requests.

IANPHI Secretariat activities and development

- Administrative and organizational support to the various activities related to the implementation of the Action Plan, which reflects the 2026-2030 Strategy.
- Support Secretariat work: management of the common mailbox, data management, coordination with the other activities of the Secretariat, etc.

The responsibilities associated with this role are subject to evolution in response to the changing needs of our organization. The Event Manager will be expected to adapt to new challenges and priorities as they arise, demonstrating flexibility and a proactive approach to their work.

PROFILE

Education: Bachelor's or Master's degree in Event Management or a related field of study

Experience:

Essential: At minimum of 2 years' experience in organizing international events

Desirable: Experience in the public health sector or within an international association/organization/institution, and in project coordination

Languages

- Fluency in English is essential
- Working knowledge of German would be an asset

Skills

- Excellent writing and oral communication skills for different audiences are required
- Adaptability in an international and intercultural environment
- Knowledge of international organizations working in the field of public health would be an asset

IT skills

- Demonstrated ability to effectively use current technology and software (Microsoft Office Word, Excel, PowerPoint, Outlook, Teams, One Drive, Visio, SharePoint, Survey creation program, Canva)

Social skills

- Ability to work in a team
- Autonomy, initiative and proactivity
- Capacity to handle pressure
- Attention to detail
- Adaptability

CONDITIONS

- Eligibility to secure a work permit in Germany is required
- Open-ended contract starting in October 2025
- 39 hours per week
- Monthly salary compatible with German public services wage agreement (TVÖD); depending on level of diploma and experience up to Level 13
- 30 days of paid leave per year
- Home office / mobile work: 3 days per week maximum, 2 days per week at the Secretariat Office in Berlin
- Regular international travel is required

Please submit CV and cover letter to secretariat@ianphi.org with the reference " IANPHI – Event Manager " by email before August 31, 2025, 23h59 CEST. For more information on this position, please contact the IANPHI Secretariat.