### IWA

**ROLE STATEMENT**

<table>
<thead>
<tr>
<th>ROLE TITLE:</th>
<th>Programmes Assistant (Conferences)</th>
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<tr>
<td>TEAM:</td>
<td>Specialist Groups, Events and Programmes</td>
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<td>REPORTS TO:</td>
<td>Programmes Director</td>
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<tr>
<td>DATE PREPARED:</td>
<td>January 2009</td>
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<td>PREPARED BY:</td>
<td>Keith Robertson</td>
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This Statement represents an accurate description of the role.

Position Incumbent: vacant  Dated:  
Manager: Keith Robertson  Dated:  

### PRIMARY ROLE PURPOSE:

Each year IWA organises and sponsors many specialised conferences and seminars on a wide variety of topics in water management in locations worldwide. The physical location of these conferences demonstrates the truly international nature and global reach of IWA. Furthermore, the conference programme reinforces the name and brand of IWA and provides exposure to non-IWA members. The Biennial World Water Congress is the premier conference staged by IWA and a key international event for water professionals to share their knowledge and network. The Congress firmly establishes IWA as the premier international networking association for water professionals.

The primary role of the Programmes Assistant is to:

- Support all aspects of the development of the scientific and technical programmes for the IWA World Water Congress.

Secondary roles are to:

- Support the development of the scientific and technical programmes for other IWA conferences; and
- Provide occasional support to other programmes undertaken within the office. The role activity may be assigned to various events and programmes and therefore the incumbent may report to different Project Managers.
KEY ACCOUNTABILITIES

**World Water Congress**

- Support Coordination of the technical programme development – papers, posters and workshops
  - Liaison with authors, reviewers and other stakeholders
- Contribute to the abstract and paper review and programme assembly process
  - Submissions- format checking (QC/QA), communication with authors, reporting
  - Peer Review Process - referee recruitment, communication with referees, collection of reviews, reporting
- Support for Programme Committee Meeting (preparation of papers etc.)

**Other IWA Conferences**

- Support Coordination of the technical programme development
- Contribute to the abstract review and programme assembly process
- Conference Communications

KEY SELECTION CRITERIA

The position would suit a recent science graduate, with an interest in the environment, seeking to work in the not-for-profit sector.

**ESSENTIAL:**

- Mastery of English is essential - knowledge of another language would be desirable;
- Attention to detail, experience with data entry and database management;
- Ability to work effectively in a team environment and also capable of self-starting and initiating activities;
- Organisational and time management skills with a proven ability to manage competing priorities monitor and coordinate administrative processes and information flows to meet deadlines;
- Well developed verbal communication and interpersonal skills, including demonstrated ability to communicate with people from a variety of cultural backgrounds; and
- Demonstrated ability to adapt to, and utilise, existing and new office technologies (e.g. computer software, and web-based communication systems).

**DESIRABLE:**

- Formal qualification in a scientific, engineering, or environmental discipline;
- Knowledge and/or experience of peer review principles and processes; and
- Proficiency in additional languages.

TERMS OF EMPLOYMENT

This contract is initially for a 2-year term subject to completion of a two-month probationary period. The position is based in Den Haag, The Netherlands. A competitive salary is offered (€ 24,000 – €28,000 gross per annum) depending on qualifications and experience, plus additional benefits.

APPLICANTS

Interested candidates should submit a CV, including two references, and a covering letter of a maximum of 2-pages A4. Both documents should be submitted in English. Applications should be submitted, no later than March 7th 2009, via email: lieke.vanhoven@iwahq.org. If you would like to discuss this position further please call +31 703 150 792.