

## Event Coordinator (short-term assignment)

### DEVELOPMENT Solutions

**Location:** Tokyo (Japan)

**Duration:** May – June 2022

**Working hours:** 20 hours/week, working hours can be flexible, but the applicant will have to be available for (virtual) meetings as required

**Remuneration:** EUR 800 for the 5-week placement

DEVELOPMENT Solutions (DS) is a European consultancy and serves the international donor and business community in support of sustainable development and investment objectives, primarily in emerging markets. Further information regarding our projects and expertise is available at [www.development-solutions.eu](http://www.development-solutions.eu).

We are currently seeking a highly motivated individual to join our team to assist on a short-term assignment as an event coordinator to support the preparation of an upcoming conference engaging European and Japanese experts in the offshore wind power sector, expected to take place on 6 June. The event is organized in the framework of the ongoing EU-funded project “Support Facility for the implementation of the EU-Japan Economic Partnership Agreement (EPA)” which aims to support the EU Delegation in Tokyo to monitor the progress and ensure the proper functioning of the EPA and its optimal use by EU operators.

The key task of the prospective candidate will be stakeholder outreach, coordinating with institutions, agencies, civil society, and business organizations within Japan in support of the organization of the event. The candidate would also support the Project team with the preparation of event materials, coordinating with service providers, and drafting the event reporting.

The prospective candidate should be fluent in English (written and spoken) and Japanese. Strong communication, research, analytical, and strategic planning skills are sought to support this event. Excellent communication skills and knowledge of relevant stakeholders will be highly valued given the need for daily cooperation and dialogue with Japanese and international organizations and project partners.

This position is paid at a rate of EUR 800 for the 5 weeks of part-time work.

Applicants should have access to a computer and internet connection, should be well presented and available for meetings as required. The event coordinator will work remotely from Tokyo in cooperation with the Project Team, based in Brussels.

Prospective candidates will preferably have a degree from or be enrolled in a university program in social science (political sciences, sociology, economics, etc.), demonstrate an interest in EU-Japan relations as well as knowledge of the local stakeholder landscape (civil society, business, public authorities). Through the internship, the successful candidate will have gained experience in planning and delivery of an EU conference, practical experience in EU-funded project, and can establish contacts with relevant stakeholders in Japan.

We greatly value the following qualities in a prospective candidate:

- Reliability, initiative, thoroughness, and attention to detail
- Excellent communication skills and knowledge of the local stakeholder community
- Highly motivated, hard-working, and ambitious
- Team player with strong coordination and organizational skills
- Computer literacy in Microsoft Office suite applications (Word, Excel, PowerPoint)

Interested candidates are encouraged to send their CV to Ms Alessandra Capriglia [alessandra.capriglia@development-solutions.eu](mailto:alessandra.capriglia@development-solutions.eu). The deadline for applications is 10 May 2022, however, applications will be evaluated on a rolling basis so early application is strongly encouraged.

**Only short-listed candidates will be contacted for interviews.**