

## IFCCT Manager of Events and Dialogue Logistics

- Organization:** Geneva Graduate Institute
- Department:** Forum on Trade, Environment & the SDGs (TESS)
- Position:** Manager of Events and Dialogue Logistics, Integrated Forum on Climate Change and Trade (IFCCT)
- Location:** Geneva, Switzerland. Primarily office-based with potential to negotiate partially remote working.
- Commitment:** Full time 100%
- Contract Type:** Fixed Length 1 year, with possibility of renewal
- Start date:** 1 May 2026
- Renewal:** Subject to programmatic need, performance and funds availability
- Reports to:** IFCCT Secretariat Manager
- Travel:** Travel required
- Applications:** Interested applicants are invited to submit a current CV, a one page letter of interest, and contact information for two references to [info@tessforum.org](mailto:info@tessforum.org), with "IFCCT Events and Dialogue Logistics Manager" in the email subject line. Applications are due by 23 March 2026.

### The Organization

The [Geneva Graduate Institute](#) is a higher education institution and a pioneer in the exploration of global issues. Through its core missions – academic research, teaching, expertise and forum activities – the Institute produces and share knowledge on international relations, development issues, global challenges and governance.

Housed within the Geneva Graduate Institute, the [Forum on Trade, Environment, and the SDGs \(TESS\)](#) supports multilateral dialogue, inclusive international cooperation, and policy action to align trade and trade policies with the urgent need for environmental action, sustainable development, and just transitions.

TESS and the [Columbia University Center for Global Energy Policy \(CGEP\)](#) have been invited to serve as the joint Secretariat of the [Integrated Forum on Climate Change and Trade \(IFCCT\)](#), with TESS serving as the Secretariat's anchor.

Following the launch of the IFCCT at COP30 in Belem, a consultative phase is being conducted by Brazil and Australia. The consultative phase is expected to close at the end of March 2026, with the substantive work of the initiative expected to commence in April 2026.

## **The Position**

The IFCCT is seeking a dynamic Manager of Events and Dialogue Logistics to lead the implementation of IFCCT policy meeting sessions and events.

Working closely with the IFCCT Secretariat Manager, and the TESS Executive Director, the Events and Dialogues Manager will ensure high-quality conceptualization, planning, promotion, delivery, and follow-up of dialogues and events on topics at the nexus of trade and climate, in line with the IFCCT mandate and substantive direction and agenda set by the IFCCT co-Presidents.

The position requires strong experience in organizing effective inter-governmental and multi-stakeholder dialogues (both at senior official and technical level); excellent communication, diplomatic, and relationship-building skills; exceptional attention to detail; sound knowledge of international trade and sustainability processes; and comfort working in a fast-moving, dynamic environment. We are seeking a proactive and collaborative team member who brings creativity, strategic insight, and a commitment to inclusive, high-impact dialogue.

IFCCT values diversity and strongly encourages applicants from developing countries.

## **Key Responsibilities**

### **1. Strategic Planning & Management of Dialogues and Events**

- Manage internal systems and processes for meeting and event organization, including design, communications, quality control, implementation, and evaluation.
- Lead the development and maintenance of the IFCCT event calendar to ensure strategic sequencing of events across the year.
- Conduct regular reviews of the international trade, climate, and sustainability event landscape to identify opportunities for IFCCT participation, partnerships, and side events; advise the IFCCT Secretariat Manager accordingly.
- Ensure events are strategically timed alongside major global policy processes, summits, and negotiations.

### **2. Meeting and Event Conceptualization, Design**

- Develop and refine concept notes and agendas for IFCCT events and dialogues in collaboration with the IFCCT Secretariat Manager in light of objectives set by the IFCCT Co-President and guidance from Expert Panel Co-Chairs and the Principal Advisors from each part of the joint Secretariat.
- Liaise with IFCCT Secretariat team to ensure and contribute to timely delivery of background materials and relevant presentations for IFCCT meeting sessions and events, as well as associated minutes and meeting reports.

- Engage key stakeholders, speakers, and partners relevant to each meeting session or event.

#### 5. Meeting and Event Logistics & Delivery

- Coordinate implementation of IFCCT mandated meeting sessions and events, in addition to other roundtables, workshops or briefings as required.
- Manage invitations, confirmations, reminders, and participant communications.
- Ensure all logistical arrangements (venue booking, room set-up, audiovisual needs, virtual platforms, catering, security) meet event requirements.
- Oversee and administer participant travel and accommodation, and per diem/DSA arrangements, in line with the IFCCT Travel Policy and in collaboration with the TESS Head of Operations.
- Coordinate onsite aspects of events to ensure smooth delivery throughout and troubleshoot issues, including on site liaison with speakers, ensuring circulation of relevant documentation, and making appropriate arrangements for note taking.
- Liaise with service providers, including managing contracts, processing invoices, and ensuring compliance with procurement policies.
- Oversee event budgets in collaboration with the IFCCT Secretariat Manager and TESS Head of Operations; track expenses and ensure alignment with internal financial procedures.
- Recruit and supervise temporary event support staff where needed.

#### 3. Government and Stakeholder Engagement

- Liaise with government officials and expert panel members, as well as representatives of international organization and experts from stakeholder organisations to secure participation and engagement as appropriate in relevant meeting sessions and events.
- Develop and maintain IFCCT contact and stakeholder databases.
- Cultivate long-term relationships with relevant stakeholders, networks, and event-related service providers relevant for successful implementation.

#### 4. Coordination on Communications

- Manage IFCCT dialogue and event webpages in coordination with the IFCCT communications team.
- Support communication teams to ensure consistency of branding and to support external communications through email and social media, and dissemination of materials.
- Coordinate speaker briefings, biographies, event descriptions, and digital assets.
- Support preparation by the IFCCT Secretariat of post-event reports, summaries, recordings, and social media extracts.

#### 6. Monitoring and Evaluation

- Implement monitoring and evaluation systems for IFCCT meetings and events
- Conduct post-event assessments and identify areas for improvement.
- Contribute to donor reporting and internal learning processes.

## Key Skills, Qualifications and Competencies

- Advanced degree or bachelor degree with senior professional experience.
- At least 10 years experience organizing policy dialogues and events involving senior policymakers and diverse stakeholders in multilateral or international settings.
- Demonstrated successful project management experience.
- Strong familiarity with institutions and processes relevant to the nexus of climate and trade.
- Exceptional written and verbal communication skills.
- Strong organizational, administrative, and time-management abilities with excellent attention to detail.
- Excellent interpersonal skills and demonstrated ability to interact with diverse stakeholders.
- Resilience and capacity to remain calm, organized, diplomatic and constructive under stress.
- Strong team contributor who works effectively with others and thrives in a multi-faceted, fast-pace role.
- Capacity to manage periodic intense workloads requiring extended hours at peak times.
- Ability to travel internationally for implementation of IFCCT meetings and events.
- Diplomatic, proactive, collaborative, service-oriented; able to handle sensitive information with discretion.
- Languages: fluency in English; fluency in French a strong asset, conversational ability in at least one other UN language preferred.