

### **Conference Manager, Oval Observer Foundation:**

The Conference Manager will work closely with the Vice-Chairman in the development and implementation of Oval's communications program aimed at disseminating cutting edge research and engaging stakeholders through debates, discussions and conferences. The Conference Manager will also be responsible for administering Oval's flagship events such as the India International Banking Summit and Africa Banking & Finance Summit. Additionally, the Conference Manager will also be required to spearhead Oval's Food Security Campaign through coordination and collaboration with leading research institutions across the globe.

### **Requirements:**

The candidate should have demonstrable expertise in communication functions including virtual engagement, real-time engagement, devising outreach strategies and execution. Through his/her past work, the candidate should have been fully or partially responsible for handling communications, events and engagement handles of their respective entities. Additionally, given the nature of the Organization's objectives, the candidate would have sufficient familiarity and understanding on matters of foreign policy, global trade and development and public policy.

### **Key Criteria:**

- Advanced Degree in Communications from a Leading Institution.
- 3+ Years of Work in Consulting/NGO/Think-Tank/Government.
- Demonstrated ability to engage with key stakeholders to drive the Foundation's communications and outreach program.
- Demonstrated ability to communicate effectively and clearly with a high degree of professionalism.
- Demonstrated ability to think creatively and execute events successfully.
- Demonstrated understanding of ICT Systems,
- Demonstrated understanding of international affairs.

### **Circumstantial Overview:**

Oval Observer Foundation is at the early-stages of its lifecycle. It is targeted to grow into a 30-member organization in London by Q2, 2015 with a sharp eye for emerging economies growth prospects. By entering the fold at these early stages, the candidate will have the opportunity to work very closely with the Director and expand the Organization's activities globally. The candidate is likely to develop a steep upward curve in professional growth through wide networks, international collaborations and in-depth strategy.

### **Compensation:**

Oval Observer Foundation is an equal-opportunity employer and offers a competitive salary.

### **Apply:**

Interested candidate may mail their Curriculum Vitae and Cover Letter to Mr. Rachit Ranjan at [rachit.ranjan@ovalobserver.org](mailto:rachit.ranjan@ovalobserver.org)