Job Vacancy Announcement – Sustainable Infrastructure Event Manager | Fixed-term

Are you an event manager with a passion for sustainability, looking for an opportunity to advance the world’s transition to sustainable and resilient infrastructure? Join our team!

About Global Infrastructure Basel Foundation (GIB)

GIB is a Swiss foundation based in Basel working towards a world in which investments in social, economic and physical infrastructure lead to inclusive, sustainable and resilient communities and ecosystems.

Job Profile

— Type: Fixed-term contract (subject to 3-month probation period)
— Start date: To be discussed, depending on availability (Oct-Dec 2023)
— Location: Basel, Switzerland (hybrid arrangement, min 2 days per week at the office)
— Duration: 2 years with the possibility of extension
— Percentage: 80% - 100%
— Travel requirements: Some travel within Switzerland may be required.
— Deadline for applications: 10 September 2023
— Other requirements: Swiss/EU citizenship or valid Swiss work permit

About the position – Sustainable Infrastructure Event Manager

As Sustainable Infrastructure Event Manager, you will be working with a team of sustainability professionals and world-renown partners to manage a new global event to promote sustainable, resilient and regenerative infrastructure. Building on GIB’s know-how, global reputation and network, you will run the event from a strategy and content perspective, in close collaboration with experienced event management and communications partners who will support with event logistics and marketing/communications.

Our ideal candidate would have keen organisational skills, a talent for stakeholder engagement and a strong passion for sustainability. We are looking for a motivated new team member with an in-depth understanding of local and regional politics, business culture and customs, who shares GIB’s core values.

At GIB, we take inclusivity and equality very seriously. We strongly encourage all individuals of any gender, persons with disabilities and persons of any age to apply, and we promise we will consider your application carefully and fairly.

Your main responsibilities will include:

- Managing the project budget, timeline, reporting and governance structure;
- Designing the Monitoring, Evaluation, Learning (MEL) approach to collect and analyse all information and learnings pre- and post-event;
- Securing a strong pipeline of early-stage infrastructure projects to be included in the platform and event and define key sustainability criteria to assess those infrastructure projects;
• Supporting in screening infrastructure projects on basic project sustainability criteria and initial bankability;
• Planning and managing a physical event (sessions, agenda) alongside partners, and securing key speakers and participants;
• Supporting event logistics and marketing efforts;
• Supporting the design, development and testing of the new platform, as needed, together with project partners; and
• Liaising with key partners to ensure all efforts are aligned and that the project achieves its objectives. This includes planning meetings, physical convenings, online discussions as needed;

You meet the following professional criteria:
• Excellent communication and interpersonal skills
• Advanced university degree in a related field (at least BA, MA preferred): e.g. engineering, business, finance, management, sustainability or related field
• Excellent oral and written English and German
• Proficiency in French or Spanish is an advantage
• At least two years of experience in project and/or event management
• At least one year experience related to sustainability and/or infrastructure

Our ideal candidate has the following personal attributes:
• Proactive, efficient and results-oriented
• Open-minded and positive
• Team-player
• Flexible and adaptable
• Self-motivated and independent
• Strong time-management skills
• Organisation and prioritisation skills

Please apply directly using our application form. You can access it here, or scan the QR code below.

Please note that you will be asked to submit a CV and motivation letter in English. Shortlisted applicants will be contacted by e-mail or phone and invited for an interview.

Only applications submitted via this form will be considered. If you have any issues with the application form, or if you have any other questions or comments, please do not hesitate to contact us at recruitment@gib-foundation.org.