



### **Short-Term Employment Opportunity**

The Palliative Care Association of Uganda (PCAU) seeks to recruit a qualified and competent person to fill the position of a Conference Coordinator. The ideal candidate will be central in offering management and co-ordination to the conference secretariate during the organization for the 5<sup>th</sup> Uganda Conference on Cancer and Palliative Care. The biennial Conference is Co-hosted by the Uganda Cancer Institute (UCI) and the Palliative Care Association of Uganda (PCAU). The details about the conference are available on the conference website: [UCI-PCAU Conference – The 5th Uganda Conference on Cancer and Palliative Care](#)

**Position Description:** Conference Coordinator (Short fixed term May – October 2025)

**Department:** Research and Information

#### **The brief description of the ideal Candidate:**

The ideal candidate will be a highly organized and detail-oriented professional. He/she will have excellent communication skills, the ability to manage multiple tasks simultaneously, and a passion for events Management. He/she will support the PCAU Research Manager in planning, coordinating, and executing conference meetings, resources mobilisation efforts, communication execution, and logistics management. The coordinator will work closely with teams to ensure smooth execution of the overall conference schedules. He/she should have the ability to anticipate needs, solve problems quickly, and maintain a calm demeanour under pressure. This position is ideal for someone who thrives in a fast-paced environment and enjoys working with people.

The ideal candidate will possess a post graduate qualification with a bias in marketing, events management with at least 2 years work experience. Proven experience in managing national or international conferences or events will be an added advantage.

#### **List of responsibilities of the Conference Coordinator:**

##### **A. Supportive role to Secretaries of Conference Committees.**

- i) Be the contact/liaison for the Conference Secretariate operations for both internal and external stakeholders.
- ii) Support coordination and maintaining proper conference records and ensure seamless organisation, planning and delivery of all conference preparation details.
- iii) Manage the conference delegates list, segregated in appropriate formats to ensure seamless registration, nametags and identification, proper sitting arrangement among others.

- iv) Support designated staff on managing all conference suppliers and ensuring comprehensive agreements and understanding of conference needs by all suppliers.
- v) Be the key contact for matters concerning organisation and delivery of the conference gala dinner.

#### **B. Supportive Role to Conference Organising Committees**

- i) Manage a harmonised schedule for all conference organising committees' meetings and events.
- ii) Offer necessary technical support to conference organising committees and monitor committees' performance and adherence to performance schedules and plans.
- iii) Offer technical support to conference committees' secretaries in scheduling meetings, drawing meeting invitations, action plans and following up with approvals of meetings requests as required.
- iv) Offer a supportive role on managing and requests and requisitions by conference committees and conference personnel.
- v) Manage the preparation and ensure proper delivery of conference awards.

#### **C. Speakers and presentors Role**

- vi) Support the Secretary to the Scientific Committee in developing, delivering and following up on all speakers and presenters' invitations.
- vii) Maintain confirmation logs and follow up details on all conference presenters and speakers.
- viii) Offer support in coordinating the presenters to ensure that all conference presentations are ready on time and handled in appropriate formats in liaison with the ICT committee.
- ix) Support in managing all required logistics for conference speakers including transport, accommodation and other arrangements as maybe required.

#### **D. Communication and Marketing**

- x) Work hand in hand with communication officers of hosting institutions to support implementation of the conference communication strategy and schedule of activities.
- xi) Support in drawing and review of all required conference communication and marketing materials for both internal and external stakeholders.
- xii) Support in monitoring the performance of the conference communication process, tools and channels and ensure quick actions in addressing requests for information or rectifying mishaps/miscommunication.
- xiii) Manage correspondences and queries from stakeholders including conference delegates, speakers and other interested members of the public.
- xiv) Working with responsible staff to implement the conference marketing strategy and activities.

- xv) Support media engagement for the conference publicity including preparation of conference documents such as briefs and attending some identified events to represent or market the conference.
- xvi) Supporting the offering technical support and input in all matters concerning conference branding.
- xvii) Support in managing conference social media platforms.

#### **E. Resources mobilisation/fundraising**

- xviii) Support designated conference personnel and committees to draw conference resources mobilisation plans and monitoring performance on resources mobilisation by designated committee.
- xix) Follow up and manage correspondences with conference sponsors and exhibitors ensuring proper implementation of the conference exhibitions and sponsorship packages and information.
- xx) Support the organising and implementing of the conference fundraiser events.

#### **How to apply**

Interested candidates having the required qualifications should email their applications in a single file (PDF) to [pcau.admin@pcau.org.ug](mailto:pcau.admin@pcau.org.ug). The application letter should include, among others, qualifications, achievements, experience, present position, and expected remuneration. Please attach your CV showing your email address, daytime telephone contact, and names and addresses of three referees. Address your Application to the Executive Director – PCAU.

The closing date for receipt of applications will be 8<sup>st</sup> May 2025. Only those shortlisted will be contacted. Canvassing will amount to the automatic disqualification of the potential candidates.