

## Job Announcement:

### Coordinator and Moderator for Media Synergy Summit: Advancing Free and Modern Journalism in Pakistan.

- Position-: Summit Coordinator and Moderator
- Location-: Islamabad, Pakistan (with remote tasks in Karachi, Lahore, Peshawar, Quetta, and other regions of Pakistan)
- Type-: Consultancy
- Duration-: 10-20 days (in Oct and Nov 2024)
- Application Deadline-: (Sep 15<sup>th</sup>, 2024)

## About the Event

We are seeking a dynamic and experienced summit Organizer to design, plan, and execute a two-day mega event focused on Media Viability and Modern Journalism in Islamabad, Pakistan. This event aims to bring together key stakeholders from across the country, including media executives, journalists, social media influencers, government officials, and civil society representatives, to discuss the challenges and opportunities in the media landscape today.

## Key Responsibilities-

- Conference Design and Format:

In Consultation with client, develop the overall format and agenda for the two day event, ensuring it fosters engaging and insightful discussions.

Design a mix of panel discussions, breakout sessions, Q&A segments, surveys, and feedback sessions to ensure comprehensive coverage of the topics.

Incorporate interactive and research driven formats such as roundtable discussions, workshops, and live polls to actively engage participants.

Ensure that the format allows for significant interaction between speakers and attendees, facilitating networking and knowledge exchange.

- **Stakeholder Identification and Invitation:**

-Identify and invite a diverse range of participants, including media executives, heads of news departments, media entrepreneurs, owners, journalists, social media influencers, podcasters, government officials, and civil society representatives.

- Collaborate closely with Client and other key partners to identify and invite stakeholders from Karachi, Lahore, Peshawar, Quetta, Islamabad, and other regions of Pakistan.

### **Event Moderation and Co-Moderation-:**

- Serve as the main moderator or co-moderator for the event, guiding discussions, managing time, and ensuring a smooth flow of sessions.
- Coordinate with other moderators or facilitators to ensure that all sessions are well managed, and participants remain engaged.
- Prepare and review discussion guides, talking points, and questions for panelists and speakers to ensure alignment with the event's objectives.

### **Onsite Management:**

- Lead onsite event management, ensuring smooth operations, and addressing any issues that may arise during the conference.
- Arrange a safe and suitable venue for the event, ensuring all logistical needs are met.
- Manage all safety related aspects of the event, including obtaining necessary permissions from the government if required.

### **Marketing and Communication:**

- Develop and execute a marketing strategy to promote the conference across various platforms.
- Prepare promotional materials, including invitations, press releases, and social media content.
- Ensure effective communication with all stakeholders before, during, and after the event.

### **Post Conference Evaluation:**

- Conduct a post event evaluation, gathering feedback from participants, speakers, and other stakeholders.
- Prepare a comprehensive report on the conference's outcomes, including lessons learned and recommendations for future events.

### **Qualifications and Requirements**

- At least 10 years of experience in organizing conferences, workshops, or large-scale events, preferably within the media or communications industry.
- Proven track record in developing and executing high profile events with diverse stakeholder groups.
- Experience in moderating and co-moderating conferences, panels, or similar events is highly desirable.
- Strong connections and influence within the media industry, with an extensive network among media executives, journalists, and influencers.

### **Skills:**

- **Project Management-:** Exceptional organizational skills with the ability to manage multiple tasks and deadlines.
- **Communication-:** Strong verbal and written communication skills, with the ability to engage and persuade high level stakeholders.
- **Networking-:** Extensive network within the media industry, including contacts among media executives, journalists, and influencers.
- **Creativity-:** Ability to design innovative and engaging event formats.
- **Problem Solving-:** Strong problem-solving skills and the ability to adapt to changing circumstances.

### **Personal Attributes:**

- High level of professionalism and integrity.
- Ability to work independently and as part of a team.
- Flexibility to work under pressure and manage lastminute changes.

## **Application Process**

Interested candidates should submit the following:

- A cover letter detailing relevant experience and why you are the ideal candidate for this role.
- An Up-to-date CV and Profile.
- Portfolio or examples of previous work, proof of strong understanding of the media sector, network within media industry and other applicable skills and strengths related to this task.
- Your daily rate demand (in Euro) and the estimated number of days required to complete this project.

**Please send your application with clear and precise responses and information to [pakistan.office@dw.com](mailto:pakistan.office@dw.com)**