

## EVENT FACILITATOR (m/w)

### OUR PARTNER

Our partner is an **international organization** that work closely with their constituency and serve as a **knowledge hub** for financial institutions in the SEE region. They **support capacity development** of public officials and their institutions through learning and knowledge sharing in becoming **learning organizations**.

The organization and partners value **proactive and synergy-oriented** colleagues who think **broadly**, remain engaged in their own development and have a sense for **creative, organizational and research** work.

During the selection process, focus will be on evaluating **personality, growth mindset** and skills for **facilitating** events.

### Responsibilities to organize and coordinate **learning and knowledge sharing events**:

- learning event design,
- moderation and facilitation of events,
- content-related and operational coordination with participants, lecturers, program staff, donors, and other stakeholders,
- setting up materials such as handouts, summaries, agendas, presentations, etc.,
- setting up activities such as ice breakers, etc.,
- preparing event budget and monitoring spending of event-associated costs,
- preparing event reports based on event feedback surveys,
- managing and participating in various other projects.

### Required qualifications:

- at least 2 years of experience with cooperation and organization (e.g., project management, event facilitation, adult education, journalism, etc.),
- competencies needed to facilitate events or a potential to develop them quickly – growing partnerships, effective process management based on client’s needs, setting up clear methods and procedures, planning, effective interpersonal communication skills, recognition and respect for diversity and inclusion, managing conflicts, promoting group creativity, leading participants achieve long-term results,
- digital proficiency - MS Office and other tools for online events,
- communication skills: active listening, observation, written and oral expression, presentation skills,
- interpersonal skills, capable of teamwork and cooperation, capable of involving others in activities,
- organizational skills and ability to stay structured even in environments and situations with more dynamics and changes,
- English language proficiency,
- additional knowledge of SEE regional languages is an advantage,

- obtained minimum Bachelor's degree (EQF level 6 or higher).

**Culture fit traits:**

- growth mindset, ability to connect complex information quickly and effectively, understanding a broader picture,
- customer-orientation, flexibility and empathy,
- capability of finding effective solutions, proactivity, capability of making decisions,
- ability to stand by your opinion, but not at the expense of relationships,
- patience and persistency,
- commitment, dedication, reliability,
- self-discipline within flexible hybrid working conditions.

**Benefits:**

- the opportunity to become part of an international organization that is recognized as regional champion,
- pleasant work environment, clear processes, and expectations,
- valued proactive, solution-oriented, and creative approach,
- strong support for further personal development and skills upgrade,
- mentoring and internal coaching,
- team that seeks cooperation and synergies,
- cooperation with high profile officials, individuals, and groups in the region,
- flexible hybrid working conditions,
- occasional business trips,
- active breaks and subsidized sports activities (guided exercise, fitness, swimming pool),
- subsidized cultural activities (theatre, exhibitions, etc.).

If you meet the requirements, please apply at

<https://competo.vincere.io/careers/job/33194/fasilitator-dogodkov-m-%C5%BE> by sending us your CV and motivation letter in Slovenian or English. All applications will be treated confidentially. For more information, you can contact the project manager at [masa.budnar@competo.si](mailto:masa.budnar@competo.si).

**About Competo**

COMPETO is a consulting company specialized in search and selection of executive personnel and professionals, HR consulting and people development. We are transforming our passion into work through bringing people and organizations together to create the perfect fit. Our work is based on responsibility - we strive to fulfil our partners' expectations by designing innovative and custom-made HR solutions. Visit us at [www.competo.si](http://www.competo.si)