



Events – Competition and Awards Officer

Type of contract : Service Provider

Description of tasks

Reporting directly to the UIA Executive Director, UIA's elected International officers, and ICC Co-directors, working as part of a team with different tasks.

The main tasks are: secretariat of UIA Congresses and Forums, organisation of UIA participation in international events, secretariat of the UIA International Competitions Consultancy Board (ICC), assistance in organisation of UIA own competitions and awards, assistance in endorsement of external competitions and awards. The mission does not correspond to a fulltime job. Work-load is not constant and varies during the year.

In a spirit of mutual support within the UIA Secretariat, the Events Competitions and Awards Officer may be called to participate in other related UIA's cross-functional tasks.

The service provider may be required to travel abroad for UIA Forums and UIA World Congresses.

Main Activities

EVENTS

- Coordinate and organize UIA events (Congresses and Forums)
- Organize UIA participation at international events
- Secretariat of the Events Committee
- Support elaboration and management of events contracts
- Elaborate statistics on UIA events
- Correspondence related to UIA events
- Scientific research on specific topics
- Draft of concept notes

COMPETITIONS & AWARDS/PRIZES

- Secretariat and support of ICC Board
- Competitions and awards management
- Assistance with the assessment procedures
- Preliminary check of competitions and awards briefs and regulations,
- Draft answers to questions of competitors
- Management of the UIA Competitions platform
- Update of the UIA Competition interactive map
- Perform statistics, analysis on contests and awards
- Organisation of the UIA Triennial Prizes
- Assistance in promotion of UIA competitions and competition culture

INTERNATIONAL UNION OF ARCHITECTS

UIA GENERAL SECRETARIAT

20 Avenue de l'Opéra - 75001 Paris, France - Tel.: +33 1 45 24 36 88

www.uia-architectes.org



Expected Skills

Competences

- Broad understanding of architectural culture
- Good level of architecture and art history knowledge
- Familiar with the contemporary architecture and cultural scene
- Experience in preparing and managing architectural design competitions
- Experience in organising events
- Experience in drafting and management of contracts
- High level of English and French
- Administrative skills (taking notes, writing minutes of meetings, drafting correspondence etc.)
- IT and MS Office at an advanced level
- Communication tools proficiency

Skills

- Capacity to work independently
- Strong sense of responsibility
- Capacity to adapt to deadlines and work under time pressure
- Capacity to work in a structured manner, organize and recognize priorities
- Capacity to take initiatives, act proactively, adapt and be flexible
- Capacity to work in a team and be part of a team
- Motivated to work at international level
- Sensitive to different cultures
- Motivated to work in the interest of the profession of architect

Requirements

- Efficiency
- Flexibility
- Loyalty and discretion

Degrees and Experience

At least Bachelor's degree in Architecture or related fields and proven experience

Conditions and remuneration

The service provider does not need to be located in Paris but will occasionally be required to have working sessions at the Paris headquarters.

Long term service contract. Remuneration depending on candidate's profile and experience

Begin: January 2026

Application before September 30th to be sent to hr@uia-architectes.org