



JOB DESCRIPTION



Liaison Officer Hamburg Sustainability Conference 2025 (HSC) 2 - 3 June 2025

The Hamburg Sustainability Conference (HSC) challenges barriers to SDG implementation, while steering momentum with a systemic approach to answer questions such as: How can value chains become climate-friendly and create more value for emerging societies and developing countries? How can the enormous potential of the private sector be unleashed to achieve the SDGs? And how can we help today's sustainability pioneers to set tomorrow's standards? In times of increasing geopolitical crises, challenges are continually growing. A new impetus is needed to improve the ability of the global community to collaborate and advance the implementation of the SDGs by 2030. The conference aims to foster new partnerships and collective action of those who are willing to commit to action: global policymakers, private sector leaders, academia experts, and civil society representatives.

Further details at: <https://www.sustainability-conference.org/en/>

In this context, TAFP UG has been assigned by the HSC to handle protocol and senior-level liaison services. As a result, we are seeking candidates to support the team in organizing and executing the HSC 2025, specifically by taking on the role of Liaison Officer.

Liaison Officers will be tasked with managing a high-level political participant and their delegation, overseeing protocol matters, coordinating the transport and motorcade logistics, handling airport arrivals and departures, facilitating bilateral meetings, and providing personal assistance.

To learn more about the tasks and duties of a Liaison Officer visit:
<https://that-agency-for-politics.com/jobs>

Job title:

Liaison Officer (LO) for HSC 2025

Options

- a) **OPTION A - Delegation Liaison Officer – 30 May to 3/4 June 2025**
The average working hours will be around 6-10 hours per day. Minimum 5, maximum 6 working and therefore remunerated days. An early arrival - one day prior to the briefing – might be possible wherever necessary. The LO will be working physically in Hamburg.
- b) **OPTION B - Pool Liaison Officer – 1 to 3 June 2025**
The average working hours will be around 6-10 hours per day. 3 working and therefore remunerated days. The LO will be working physically in Hamburg.





Preferred qualities and qualifications:

- A general interest in political processes
- Preferred: experience with international conferences, especially those focused on politics, development, or international relations
- Proficiency in spoken and written English, with German being an advantage, and knowledge of additional UN official languages is a plus
- Ability to handle high-pressure situations and demonstrate agile, resourceful problem-solving skills
- Strong proactive communication abilities
- Cooperative, respectful toward superiors and colleagues, and a team player
- Intercultural awareness when interacting with international guests
- Discreet, confident demeanor, and a well-groomed appearance
- Clean criminal record and willingness to undergo a security background check

Contractual details:

Within the frame of a freelance contract the applicant will be fully responsible for declaring taxes and social charges where applicable. After the assignment, the applicant will submit an invoice to TAFP using the provided template. Please ensure that all invoices include a valid tax number.

A market-standard daily rate will apply, and any applicable (local) travel, meal, or accommodation expenses will be reimbursed or provided where necessary.

Before starting the assignment, please confirm your personal employment status (e.g., student, self-employed, or other) and your tax status with the relevant tax authority or your accountant, taking into account your country of residence.

Miscellaneous:

The applicant is responsible for obtaining appropriate business or professional liability insurance.

In the context of high-level events at TAFP UG, candidates will be exposed to sensitive information and will be required to sign a confidentiality agreement as part of the overall contract.

Additionally, candidates will need to provide personal details and documents during the application process. Your data will be handled in accordance with the relevant legal requirements of German data protection law, particularly the General Data Protection Regulation (GDPR).

We look forward to receiving your application!

SUBSCRIBE TO THE POOL AND APPLY NOW

Application period open until: 20 April 2025
Confirmations will be sent by: 30 April 2025

