



EVENTS COORDINATOR

(Payclass 09)

Development and Alumni Department

We invite applications for this position located in the Alumni Relations (AR) section of the Development and Alumni Department (DAD). We seek an energetic, self-motivated and creative individual with strong interpersonal, communication, time management, planning and organizing skills to join our dynamic team. This position will require the individual to work outside of normal working hours, as required.

Requirements:

- A relevant NQF6 plus 5 years relevant work experience or a relevant NQF5 plus 8 years relevant work experience within the events coordination/ client hospitality, communication or marketing sector;
- Demonstrable event and project management experience;
- Proven ability to manage project/events budgets;
- Excellent information management skills;
- Strong verbal and written communication skills;
- Excellent planning, organising, time management and administrative skills;
- An ability to work well under pressure and to meet deadlines;
- Ability to work independently, as well as part of a team, using initiative and multitasking;
- Ability to work well with suppliers: from concept brief to delivery of product or service;
- Strong working knowledge of MS Word, Excel, PowerPoint, Email and MS Access and client relation management (CRM) system exposure;
- Working knowledge of social media platforms;
- Ability to assist with the sourcing of brand sponsorship/ corporate partnerships;
- Knowledge of PeopleSoft would be an advantage but is not a requirement;
- Drivers licence is essential.

A tertiary/formal qualification in the fields of either brand marketing; communication or events management will be advantageous.

Responsibilities:

- Conceptualising and coordinating all aspects of the annual programme of alumni relations events comprised of but not limited to:
 - Distinguished Alumni Speaker Series;
 - Lifestyle events programme (sports; music and cultural events);
 - Student-facing and faculty-based events and initiatives;
 - Vice-Chancellor and Deputy Vice-Chancellor alumni events;
 - Cohort; Affinity and Residence reunion events;
 - National and international alumni networking events;
 - Alumni Chapter activations on the continent and beyond;
 - AGMs of the Convocation and the Alumni Association.
- High level engagement with senior officials of the University;
- Liaising with internal and external suppliers;
- Regular updating of the DAD CRM, based on data gathered prior and post each event;
- Budget and project management for the events portfolio;
- Work with the DAD Communications Manager to profile alumni events via the dedicated UCT/ alumni digital platforms and websites;
- Monitoring and responding to email queries on the dedicated alumni events inbox;
- General administrative support to the head of section;
- Assist colleagues on other departmental events, as appropriate.

The annual cost of employment for 2018, including benefits, is between R355 670 and R418 435.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at recruitment04@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter
- Curriculum Vitae (CV)
- A portfolio of previous corporate events projects

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650-5405

Website: www.alumni.uct.ac.za

Reference number: E18463

Closing date: 14 December 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.