

Job Title	:	Conference Coordinator
Annual salary range (based on relevant experience and qualifications)	:	R243,691 – R328,124
Location	:	FPD Head Office - Pretoria
Department	:	Conference Department
Reporting to	:	Head of Department - Conferences

Purpose of position:

To ensure effective implementation of all logistics for Conferences and Special Events.

Scope of work:

Meeting Management (Meeting Launch):

- Attend client launch meetings
- Take minutes of the meeting and disseminate

Project Management:

- Meetings:
 - Schedule and attend project team meetings
 - Schedule and attend Client/Committee Meetings (Programme Committee, Organising Committee)
 - Ensure agenda's and minutes are sent out within deadline for all above meetings
- Project Management:
 - Compile relevant project documentation
 - Implement activities as per the project plan within deadline
 - Day to day implementation of project
 - Population of tracking tools: *Project Plan, Risk Analysis, Expense Tracking Tool, Marketing Plan*
 - Schedule administrative tasks
- Financial Implementation:
 - Obtain relevant approvals for all expenditure
 - Code and submit all invoices for requisitions
 - Update and manage expense tracking tool
 - Ensure all policies and procedures are adhered to
- Marketing:
 - Implementation of marketing plan activities where required
- Reporting:
 - Prepare relevant reports and disseminate timeously
 - Obtain relevant approvals for reports before dissemination
- Logistics:
 - Liaise with suppliers
 - Liaise with conference venues
 - Conference Collateral

- Manage timelines
- Administrative role in terms of event logistics
- Programme Management:
 - Ensure timelines are met through liaison with the Programme team
 - Prepare and attend marathon meeting with the programme coordinator
- Human Resource Management:
 - Implement conference administration elements, ensuring all deadlines are met on all projects across the board. Deal with queries and problems and escalate to Manager if necessary.

Management of Project Roll-out

- Meetings:
 - Attend and prepare relevant documentation for roll out meeting with team
 - Schedule, attend and prepare for project team meetings
 - Schedule and attend supplier meetings
 - Schedule and attend Client/Committee meetings (Programme Committee, Organising Committee)
 - Ensure agenda's and minutes are sent out within deadline for all above meetings
- Project Implementation:
 - Day to day implementation of roll out of project aligned to Department requirements.
 - Updating of tracking tools: *Project Plan, Risk Analysis, Expense Tracking Tool, Marketing Plan*
 - Schedule administrative tasks and implement accordingly
- Financial Implementation:
 - Obtain relevant approvals for all expenditure
 - Code and submit all invoices for requisitions.
 - Update and manage expense tracking tool
 - Ensure all policies and procedures are adhered to
- Reporting:
 - Prepare relevant reports and disseminate timeously
 - Obtain relevant approvals for reports before dissemination
- Logistics:
 - Liaise with suppliers
 - Liaise with conference venues
 - Conference Collateral
 - Manage timelines
 - Event logistics and all requirements within the events arena
 - Prepare relevant on-site documentation (ESG)
- Human Resource Management:
 - Implement conference administration on relevant project, ensuring all deadlines are met on all projects across the board.
 - Deal with queries and problems and escalate to Manager if necessary.

On-site Management:

- Meetings:
 - Attend and prepare for daily meetings with team
 - Attend and prepare for daily VOC meetings
 - Attend and prepare for supplier meetings
 - Attend and prepare for Client/Committee meetings (programme, organising committee, other)
- Project Logistics:
 - Project logistics implementation of event on-site including all aspects of the project
- Financial Implementation:
 - Working within each conference budget framework
 - Obtain relevant approvals for all expenditure
 - Code and submit all invoices for requisitions.
 - Update and manage expense tracking tool
 - Ensure all policies and procedures are adhered to
- Reporting:
 - Prepare relevant reports and disseminate timeously
 - Obtain relevant approvals for reports before dissemination
- Logistics:
 - Liaise with supplier
 - Liaise with conference venues

Project Close-out

- Meetings:
 - Schedule, attend and prepare for a brainstorm meeting to market the Conference close out meeting/debrief
 - Attend client/committee meetings where relevant
- Project Management:
 - Updating of tracking tools: *Project Plan, Risk Analysis, Expense Tracking Tool, Marketing Plan*
 - Schedule administrative tasks and implement
 - Close off conference within deadline
- Financial Management:
 - Compile financial documentation with the Manager
 - Finalise budget tracking tool vs. actual expense report
 - Obtain relevant approvals for documentation
- Reporting:
 - Compile financial close out summary report with the Manager based on requirements on small scale conferences
 - Compile Close out Narrative Report
 - Compile actual expense report

- Logistics:
 - Schedule and attend debrief meetings with venue and suppliers where needed
 - Compile and ensure dissemination of thank you letters
 - Compilation of survey and ensure dissemination within deadline
 - Ensure all collateral, branding, materials etc are stored with inventory or recycled within deadline
 - Organise and file all documentation on share drive and softcopy library. Process tracking and indicator documents and provide reporting documents for HOD and Conference Project Manager.
 - Temp staff recruitment and management

Internal Processes and Reporting:

- Customer Satisfaction:
 - All written and verbal complaints forwarded to the Manager and entered into register with process of solving complaint.
- Logistics:
 - Provide weekly reporting to Manager regarding finances, conference project progress as well as preparatory report files for management and client meetings as well as internal reporting structures such as Cluster meetings. Donor reporting on relevant projects.
 - The incumbent is required to perform all roles/responsibilities/duties as stipulated but is not limited to the job profile and will perform any other duties/roles stipulated by his/her supervisors
 - Prepare for and attend monthly department meeting with team
 - Ensure all SOP's are adhered to

Essential Qualifications:

- Diploma/Certificate in Project Management
- Qualification in Tourism or Event and Conference Management

Required experience:

- Minimum 3 years' experience in a related position
- Experience and knowledge of working with various project management systems
- A proven track record of events/conferences and/or projects managed
- Experience with liaising with clients and stakeholders

Closing date for applications: 28 February 2020 at 16:00 PM

Interested candidates should forward a motivational letter and CV to recruitment@foundation.co.za or fax to 081 680 0736. For enquiries please contact Tshililo Pharamela on 012-816- 9000.

Please note:

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.