The University of Mpumalanga (UMP) is a comprehensive University established to provide a relevant, engaged and sustainable learning and teaching environment of outstanding academic excellence to match not only the skills and economic needs of the Province and its people, but of the Country as a whole. The UMP invites applications for the following position:

FUNCTIONS AND EVENTS COORDINATOR
P10

Under the direction of the immediate manager, the incumbent is responsible for coordinating functions and events smoothly at the hotel. The incumbent will also be responsible for effectively marketing the hotel and conference through social media.

REQUIREMENTS:

• M+ 3 year Diploma in Hospitality Management/ Marketing or other relevant qualification, a degree will be an added advantage.
• A minimum of 6 years’ experience in Functions and Events Coordination.
• Incumbent to have at least 2 years of experience in Hotel and Conference marketing.
• Experience in training of students/interns will be an added advantage.
• Must have Micros software experience.

KEY COMPETENCIES:

Knowledge
• Conference/Events coordination skills necessary.
• Good general knowledge of food and beverage products.
• Strong written and verbal communication skills.
• Good social media skills.
• Very well presented as this position hosts high end clients.
• Ability to work under pressure.
• Good computer literacy and ability to prepare graphic adverts for social media on Corel draw or on graphic design software.

Skills
• Good written and verbal communication skills.
• Good problem solving skills.
• Computer skills.
• Good interpersonal skills.

Personal Attributes
• People orientated, hard worker, responsible, reliable, creative and innovative.
• Respectful, honesty, punctuality and understand of protocol.
• Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

• UMP application form for employment (is accessible on www.ump.ac.za)
• Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
• A comprehensive CV
• Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Norma Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.