



Lower Ground Floor, South Tower,
1Sixty Jan Smuts, Jan Smuts Ave, cnr Tyrwhitt Ave, Rosebank, 2196
P O Box 2863, Saxonwold 2132, South Africa
Tel: +27 11 537-0200 | Fax: +27 11 880-8798
e-mail: bhf@bhfglobal.com | web: www.bhfglobal.com

**BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA
ADVERTISEMENT
MARCH 2018**

JOB TITLE

Events Coordinator

REPORTING TO

Section Head: Key Accounts

CONTRACT PERIOD

Permanent position

MAIN AREAS OF WORK

Key Performance Areas	Specific competencies, skills & experience required
<p>1. Event Management Coordinate all aspects of internal and external events for the BHF:</p> <ul style="list-style-type: none">• Determine requirements for each event• Plan event as per budget and within timelines• Source and book venues• Research, evaluate and negotiate with vendors for catering, entertainment etc as per requirements and budget• Coordinate travel arrangements• Manage event logistics to ensure smooth running of event & resolve problems• Co-ordinate administrative requirements for events• Events logistics ie, Conference, NHI Symposium, Titanium Awards• Coordinate the pre and post production of the Titanium Awards Multimedia• Golf coordination• Coordinate internal events eg. staff birthdays, team building, Easter fun• Coordinate Titanium Awards	<ul style="list-style-type: none">• Grade 12• Degree or National Diploma in Marketing, Communication or Event Management• MS Office suite: Outlook, Word, PowerPoint, Excel (Intermediate level)• 3-5 years' experience in event coordination• Proven track record of coordinating successful events• A creative approach to problem solving• Self-starter and motivated



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Key Performance Areas	Specific competencies, skills & experience required
<ul style="list-style-type: none"> • Handle delegate queries • Onsite production management • Running order of events • Source promotional items • Organise décor for events • Assist in the preparation of tender documents for other events • Assist with member outreach activities • Manage procurement for the departments • Evaluate event success & feedback • Produce post event reports • Post event surveys <p>2. Event Administration</p> <ul style="list-style-type: none"> • Ensure procedure is followed for procurement process • Ensure there is a filing procedure for work done on internal and external events • File quotes, purchase orders and invoices and ensure invoices are paid timeously 	<ul style="list-style-type: none"> • Delivery and goals driven • Ability to work under pressure, for prolonged periods • Confidential • Sense of urgency

Candidates must be able to demonstrate the following generic competencies:

- Excellent accuracy and attention to detail
- Excellent time management, planning and organising
- Strong communication and team orientation skills
- High levels of initiative and proactive approach

Be a self-starter, highly motivated and align with the BHF values of **OPENNESS, TRANSPARENCY, INTEGRITY AND INCLUSIVITY.**

Closing date: Monday 12th March 2018, close of business. If you are interested or know anyone who may be interested, - please email your details to Carrie Smith on carrie.smithza@gmail.com