

# Where the World meets Africa



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years.



AFRICA'S LEADING MEETINGS AND CONFERENCE CENTRE - AS VOTED BY THE WORLD TRAVEL AWARDS

## **DATABASE ADMINISTRATOR TG 11 (PROVISIONAL) (Internal/External) 1 YEAR FIXED TERM CONTRACT**

The Durban ICC is calling for suitable candidates to apply for the position of Database Administrator within the Marketing, Sales and Events Department of the Durban ICC. The incumbent will be required to perform tasks supporting the marketing, research and business development function within the Durban ICC which is a 24 hour business. The incumbent will report directly to the Senior Researcher or appointed representative.

### **QUALIFICATIONS, EXPERIENCE & COMPETENCIES**

#### **Minimum Qualifications**

- A University degree / Diploma or similar tertiary certification in Administration Management / Database Administration.
- Computer literacy (Microsoft Word, Excel & Outlook).

#### **Experience and knowledge required**

- 1 year experience in the Database Administration field.
- Excellent command of the English language.
- Excellent writing and communication skills.
- EBMS experience advantageous.
- Research experience advantageous.

#### **Attributes**

- Must have excellent attention to detail with a proven track record for delivering high quality work.
- High tolerance for working under pressure.

45 Bram Fischer Road, Durban, 4001 • P.O. Box 155, Durban, 4001, South Africa

+27 (0)31 360 1000   sales@icc.co.za   www.icc.co.za   DurbanICC   @DurbanICC   @DurbanICC

### **AFRICA'S LEADING CONVENTION CENTRE**

Durban International Convention Centre  
N. Langa, N. Makelo, V.G. Mashinini, S. Naidoo, B. Ndamase, S. L. Ntuli, L. E. Rakharebe, M. A. Rambally  
Durban ICC (SOC) Ltd • Reg. No. 1992/005887/07

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- Must be self-motivated.
- Must be a team player.

## KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Manage database of potential and existing clients by ensuring accurate input and updates on the management system utilising the various search mediums and direct contact with clients/suppliers.
- Assist with system rules, queries and search facilities to enable access to information.
- Enforce database policies, procedures and standards aligned to customer-relationship management activities.
- Prepare and present relevant reports to support the strategic decision making processes of the organisation.
- Mining data from business tourism, corporate & government publications and websites to create sales leads for Marketing & Sales team.
- Assist with research and pre-scheduling of appointments for International and National Trade Shows.
- Compile information to assist with new client leads, bid proposals and presentations.
- Provide a support role by providing market intelligence and related information of the competitors in the market.
- Provide assistance with the drafting of quotes and proposals as and when required.

## APPLICATIONS

Applications must reach the Human Resources Dept., via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)

Closing date for the CV submissions is 24 December 2018.

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.

  
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ACTING HUMAN RESOURCES DIRECTOR

14/12/2018  
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DATE