

Where the World meets Africa



Durban ICC (SOC) 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 conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards 17 times.



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

**POSITION: FUNCTIONS COORDINATOR X3
(TG 06) READVERTISEMENT
MIN R141 616 .80 TCTC PER ANNUM
(INTERNAL ADVERT)**

The Durban ICC is calling for suitable candidates to apply for the position of Functions Coordinator. The incumbent will be required to perform tasks /duties associated with specific functions /events by attending to the preparation of deliverables and outcomes in accordance with service specifications, interacting with internal service departments and coordinating requirements (cash floats, operational equipment, décor etc.) attending to the implementation of rules and communication, coordinate and control the entire activities on the floor, from planning stage of events to set up, live events and clearing /breakdown. The incumbent will report directly to the Operations Manager.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

- Matric
- Post Matric qualification would be advantageous.

Minimum Experience

Minimum of 1 year relevant experience within the hospitality industry.
Experience within the banqueting and /or conferencing industry preferably within a 5 – star establishment with conference facilities holding large to medium scale events (500+ delegates)
Knowledge of ISO Standards will be beneficial.

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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



Attributes

Guest oriented and service minded.
Attention to detail and quality orientated.
Works well under pressure and able to make on the spot decisions.
Willing to work shifts including evenings, weekends and public holidays as business dictates.

KEY PERFORMANCE/ MAIN ACTIVITIES OF THIS ROLE

- Prepares for events held at the Durban ICC through verbal and written communication both on an internal & external level.
- Co-ordinates live events from set-up, live event & breakdown
- Works closely with internal and external clients as well as suppliers and service providers.
- Ensures that the Operations Sheet and floor plans are followed accurately and additional requests / requirements are executed timeously.
- Hands-on delivery and quality checks to ensure that the Durban ICC standards are met.
- Provides solutions to problems / challenges by communicating with Senior team members.
Undertakes general administration such as but not limited to; requisitions, stock-take, event reports etc

APPLICATIONS

The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply.

Applications must reach the Human Resources Department, Durban ICC, via e-mail: 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.

p.p. 

ACTING HR DIRECTOR

13/12/2018

DATE