



SOUTH AFRICAN TOURISM

HOSTED BUYER PROGRAMME OFFICER

Temporary Role (Fixed Term)

An exciting opportunity exists for a Hosted Buyer Programme Officer to join our South Africa National Convention Bureau (SANCB) business unit at our Head Office in Sandton. This position reports to the Trade Platforms Manager. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY PERFORMANCE AREAS

Project Support

- Provide project support to Exhibition and Strategic Events team in all sales activities and programs;
- Coordinate business events marketing and hosted buyer projects with an integrated approach;
- Manage Hosted Buyer Programme for each Trade Shows
- Manage Hosted Buyer Contracts with Hosted Delegates
- Manage the service contract and associated deliverables with the Online Diary & Matchmaking System service provider.
- Provide project status reports on hosted delegates.

Coordinate NCB / Agency status meetings

- Coordinate status meetings with agencies, venues, City or Provincial Convention Bureaus as required to liaise regarding hosted buyer programmes for Meetings Africa and Africa's Travel INDABA

Hosted Buyer Pre and Post tours

- Assist with the coordination and development of pre and post tours for the International and Regional African hosted buyers for Africa's Travel INDABA and Meetings Africa
- Oversee quality control of itineraries and activities

Hosted Buyer Travel Arrangements

- Assist with the management of travel and accommodation arrangements of the hosted buyers within budget.

International Trade Platforms

- Develop marketing tools and manage registration platforms for delegates to participate in the hosted buyer programmes for Africa's Travel INDABA and Meetings Africa

Financial Administration and PO Administration

- Processing of Cost Estimates and assistance in raising purchase orders for all travel
- Maintain consolidated reports of all hosting costs and documentation from country offices.

MINIMUM REQUIREMENTS:

- A Tertiary Qualification: Diploma/ Bachelor's Degree in Sales and Marketing/Travel and Tourism/Business management or equivalent.
- Minimum 2-5 years' experience in sales and marketing or business development, including proven experience in a supportive role to executing strategic platforms and bidding projects.
- Knowledge and expertise within the MICE (Meetings, Incentives, Conferences and Events) industry of the business events industry and understanding the SA Tourism mandate will be an added advantage.
- Experience in government operations is required.

COMPETENCIES:

- Knowledge and understanding of the principles of business, the application thereof, the opportunities within the business and the seizure of such opportunities
- Ability to implement and follow governance and compliance procedures
- Understand the principles and practices of marketing, sales and communications
- Superior interpersonal skills, persuasive and influential
- Excellent verbal and written communication skills with extensive command of the English language
- Ability to perform within a diverse and dynamic environment internally and externally
- Planning and organising skills
- Proficient in administration, financial and relationship management
- Ability to work and negotiate with people at various levels of seniority
- Highly presentable with excellent business acumen

Visit us @ www.southafrica.net

Please send your detailed CV to : ncb@southafrica.net

Closing date : 15 November 2022

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.