

REGIONAL HOSTING SPECIALIST

12 MONTHS FIXED-TERM CONTRACT

An exciting employment opportunity exists at our Head Office in South Africa, to join our Brand Experience business unit as a Regional Hosting Specialist. We invite applications from individuals who are passionate about promoting South Africa as a Tourism Destination and possess the required skills and experience.

Purpose of the Role

The Regional Hosting Specialist is responsible for the scheduling and supervising hosting including hosting operations/logistics in order to enable the achievement of optimal results and hosting objectives.

Key Performance Areas

- Develop detailed itineraries with relevant and accurate information in line with country insights and business plan to ensure that the experience in SA is in line with what is promised in market
- Identify new products and match them to country needs
- Showcase existing and new products to SA Tourism
- Create mutually beneficial relationships between the product, suppliers, SA Tourism and hosted travellers and guests.
- Provide effective, proactive logistical and financial coordination for specified region
- Develop and Implement framework for evaluation of effective hosting's with business partner and the organisation.
- Build commercially viable packaging and hosting programmes to support organisational cost containment factors

Reporting

- Provide a detailed report on all hosting in progress and completed monthly
- Provide feedback to hosting partners to ensure improved quality of operational hosting
- Compile financial reconciliations
- Evaluate post hosting surveys and give feedback to the line management, host, regional/country management and relevant products
- Manage the performance of hosts in the hosting pool and identify specific training requirements
- Collate post hosting ROI from the regions and record for reporting
- Perform general office administration and ensure adherence to Supply Chain, PMFA, SA Tourism policies and procedures

Stakeholder Engagement & Communications

- Engage with the Quality Protection Manager, Head of Brand Experience and other business unit heads to provide advisory client liaison support

- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships
- Support capacity building of products to be tailored for different markets.
- Support the building of a product database
- Liaise with relevant stakeholders to build capacity
- Negotiate mutually beneficial pricing to gain ROI for both trade partners, stakeholders and SA Tourism
- Train staff on hosting etiquette

Minimum Qualifications and Experience

- A Bachelor's Degree in Tourism & Management/Marketing or equivalent.
- 5-8 years in tourism activities/sales & marketing or related field
- Experience in stakeholder communications.
- Knowledge of SA products South Africa as a tourism destination

Knowledge and understanding of:

- Knowledge of quality standards (e.g. ISO).
- Sound understanding of the tourism industry with a niche focus on the business tourism industry, locally and internationally.
- Government priorities and imperatives
- The PFMA and regulations, and other relevant legislation - e.g., the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act
- Performance monitoring, evaluation and reporting frameworks, systems, and processes
- Relevant legislation and regulatory requirements namely, POPI Act, PFMA, Treasury Regulations and Frameworks on performance information and strategic plans.
- Communications and information management legislative requirements.
- All Public Service systems.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 13 August 2024

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.