

JOB DESCRIPTION

Job Title:	Consultant: Events and Travel Management	Department:	Strategy and Branding
Employee Name:		Division:	Marketing, Communications and Branding
Job Category:	Skilled staff/Professional	Job Grade	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates	None
Immediate Supervisor	Manager: Stakeholder and Communications		
Job Purpose:			
The Events Coordinator and Travel Consultant role serves to provide administrative and logistical support for a variety of tasks and functions, primarily events and travel management. The incumbent also provides support in terms of day-to-day operations in the Strategy and Branding Department, and assists with managing and protecting the brand of the NIPDB.			
Role and Responsibilities:			
<ul style="list-style-type: none"> ● Plan, manage and execute various types of corporate events within stipulated budgets and time frames ● Book and liaise with vendors as well as other relevant stakeholders during the event planning process to ensure that events are executed at the highest standard, and in compliance with the relevant laws, policies and procedures ● Coordinate and oversee all event operations ● In collaboration with the relevant departments and vendors, coordinate and ensure that all event related content, marketing and branding material is developed and implemented for all events ● Coordinate the required content pertaining to events, for social and traditional media purposes ● Book flights, accommodation and as necessary, ground transportation for staff members traveling ● Evaluate the quality and standard of events to ensure stakeholder satisfaction ● Advice on relevant travel regulations ● Develop and manage travel itinerary for traveling staff members (including Executives, if, when and as directed) ● Coordinate meetings and other engagements with stakeholders as required ● Perform all other tasks as assigned by Management, as and when required ● Coordinate service delivery feedback from internal customers (departments) to determine the level of satisfaction and improvements necessary. 			
Qualifications and Education Requirements		Preferred Skills	
<ul style="list-style-type: none"> ● Diploma in Office Administration ● At least 2-5 years experience in Events Management and Public Relations ● Experience in the hospitality and travel industry will be an added advantage 		<ul style="list-style-type: none"> ● Ability to work independently and in a team, in a fast-paced environment ● Attention to detail skills ● Solid time-management and organizational skills 	

<ul style="list-style-type: none"> • Proficient in all Microsoft Office Applications 	<ul style="list-style-type: none"> • Ability to handle multiple projects, organise and prioritise tasks in order to meet deadlines • Ability to adapt to changing situations in a calm and professional manner • Exceptional communication skills and the ability to collaborate with other staff members • Highly competent, self-motivated and goal driven individual • Discretion and diplomacy • Honest individual with a high level of personal integrity • Dependable and responsible
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Internal/External Stakeholders:

All staff members and external stakeholders are in line with the responsibilities of the role.

Reviewed By (HR):		Date/Signature:	
Approved By (line manager):		Date/Signature:	
Incumbent signature:		Date/Signature:	