



SENIOR CONFERENCE CO-ORDINATOR

(Payclass 09; Permanent)

COMMERCIAL DEVELOPMENT PROPERTIES AND SERVICES DEPARTMENT

We invite applications from suitably qualified and experienced people for this permanent position in the Properties and Services Department, for appointments as soon as possible.

As a Senior Conference Coordinator, you will play a pivotal role in planning, organizing, and executing successful conferences. Your responsibilities will include ensuring that events are well-planned, executed flawlessly, and deliver exceptional experiences for attendees.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 21 November 2024

Reference:

ID 822

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.