



### Job Description

<b>Position Title</b>	Deputy Manager – Events Management
<b>Department</b>	General Administration
<b>Reporting To</b>	Head of Procurement, General Administration and Contracts
<b>Type of Position</b>	Regular – Full Time

#### **POSITION DESCRIPTION**

The incumbent is responsible to plan and organize donor, business, social and academic events of various scale and nature on and out of campus. Ensuring the target audience is engaged and the message of the event is marketed properly.

She will manage the whole process from the planning stage, right through to executing the event and carrying out the post-event evaluation. The role also involves development of procedures, leading the team and assist administration department.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Liaise with requesters to find out their exact event requirements
- ✓ produce detailed proposals for events (including timelines, venues, suppliers, procedures and budgets)
- ✓ Research venues, suppliers and contractors, negotiate prices and hire
- ✓ manage and coordinate suppliers and all event logistics (for example, venue, catering, excluding travel)
- ✓ Liaise with related departments to publicize and promote the event
- ✓ Manage all pre-event planning, organizing guest speakers and delegate packs
- ✓ Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- ✓ Manage other support teams, giving full briefings
- ✓ Ensure requests and execution of events align with the university's security, safety and administrative guidelines
- ✓ Produce post-event evaluation
- ✓ Prepare annual plan for the list of events
- ✓ Standardization of events pricing and procedures

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"><li>✓ Preferably a Masters' degree in the areas of Marketing, Public Relations or a similar discipline</li><li>✓ Minimum Bachelors' in the areas of Marketing, Public Relations or a similar discipline</li></ul>
Required Experience	✓ 5-6years of work experience in the Administration or Operations units of a higher educational institute or event management / marketing organization.
Gender Preference	✓ Females Only

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Interpersonal skills	High

4.	Conflict resolution	High
5.	Mediation	High
6.	Judgement and decision-making	High
7.	Organizational skills	High
8.	Time management skills	High