



# DIGITAL REGISTRATIONS ADMINISTRATOR

(Payclass 07)

## COMMERCIAL DEVELOPMENT

### Properties and Services Department

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

We are seeking to appoint a responsible, energetic, highly motivated person, who is able to use their initiative. This role requires a skilled professional to manage all aspects of registration and coordinate conference elements to ensure successful and profitable events. As a member of the Conference Management team, they will provide on-site registration support and assist the CMC Manager with event services for clients needing registration services. Additionally, they will be responsible for managing the department's social media marketing channels.

#### Minimum Requirements:

- NQF 5 (FET) diploma in events Management or Travel and Tourism.
- 2 years relevant experience
- A qualification in Social Media Marketing Management
- Experience in generating reports and analyzing data
- Accuracy with record keeping and general attention to detail
- A sound understanding of computer systems and Microsoft applications
- Ability to plan and prioritize own work
- Good people skills for developing relationships with colleagues at all levels
- Good verbal and written communication skills

#### Responsibilities:

- Conference Administration – Build and develop websites, Assuming responsibility for all registration queries and outstanding payments
- Event Set-up – Source and get quotes for various venues, manage all accommodation bookings
- Marketing and Advertising of Events – Market all conferences to get more attendees
- Registration Process – Liaise with Finance dept concerning all registration payments, process all online payments via our Paygate system
- Reporting – Weekly conference reports to be sent to conference committees, ensure all reports are edited before sending to clients
- Pre-Conference Administration – printing of all name badges, dinner tickets etc for each conference, ensure all material needed to onsite registration is ordered and goes with us to each conference
- Social Media Marketing: Oversee and manage CMC's social media platforms on a weekly basis. Develop and execute strategic social media campaigns to promote CMC and its events. Monitor and analyze social media metrics to measure campaign effectiveness and identify trends. Create engaging content, including posts, graphics, and videos, for consistent platform updates.

The annual cost of employment, including benefits, is negotiable between R378 203 and R 444 975 per annum.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Deidre Raubenheimer at [deidre.raubenheimer@uct.ac.za](mailto:deidre.raubenheimer@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Kindly note that this position is shift based and weekend work would be required. Our peak period is during June and December holiday period.

**Website:** <https://www.uct.ac.za/connect-meet-collaborate>

**Reference number:** E241025

**Closing date:** 31 October 2024

*"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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

UCT reserves the right not to appoint.