



010 593 5368
info@belgiumcampus.ac.za

Events Coordinator

Location: Groenkloof

Employment Type: Permanent

Salary: Market-related

Employer: Belgium Campus iTversity

Reference: Events Coordinator

Closing Date: Friday, 30 January 2026

Vacancy Details

Role Overview

The events coordinator will be responsible for the planning, coordination, and execution of a wide range of institutional events, while also providing operational support to the marketing department and other internal stakeholders. This role requires a highly organised, proactive individual who can manage multiple projects simultaneously, liaise with service providers, and support internal engagement initiatives across the organisation.

Duties and Responsibilities:

Event Planning & Coordination

- Plan, organise, and execute all Belgium Campus iTversity events, including but not limited to:
 - Bridging School
 - Orientation Week
 - Fun Day
 - Academic Opening
 - Forward Facing Fridays
 - Open Days
 - Industry Connect days
 - Graduation
 - Winter School
 - Esports events
 - Staff Socials
 - Team buildings across all departments
 - Year-end functions
 - Alumni events
 - International week events
 - Student-facing events such as Freshers and De-stress days

Directors:
Nigel Tattersall
Ronald Meeske

John Owen Tattersall
Arie Willem Kuyvenhoven

Details:
Belgium Campus iTversity 1 NPC
2001/017971/08

PHEI DHeT Reg No
2003/HE08/001

BBBEE level 3 contributor
01/B-BBEE/2023/00495/GEN



- Initiate event planning well in advance to ensure sufficient lead times (approximately three months where possible) for approvals, budgeting, supplier sourcing, and stakeholder alignment.
- Develop detailed event plans, timelines, and checklists for each event.
- Conduct dry runs and ensure all technical, logistical, and operational requirements are tested prior to events where applicable.

Budget Management & Procurement Support

- Source multiple quotations where required and submit documentation timeously to avoid procurement or payment delays.
- Liaise with suppliers and venues to negotiate competitive pricing while ensuring quality and service standards.
- Maintain an up-to-date supplier and vendor directory to support efficient sourcing.

Marketing & Cross-Departmental Support

- Provide support to the marketing department.
- Collaborate closely with the academic department to support industry engagement initiatives, including assisting partner companies in identifying and sourcing suitable student or graduate candidates for available positions within their organisations.
- Assist departments with sourcing and procuring quotations for marketing and promotional materials, including but not limited to:
 - Street pole advertising
 - Signage
 - Branded materials and event collateral
- Liaise with suppliers, service providers, and vendors to obtain competitive pricing and ensure quality delivery.

Stakeholder Communication & Coordination

- Engage stakeholders early to align on objectives, roles, and deliverables.
- Schedule and facilitate regular planning meetings with internal departments and service providers.
- Provide clear, documented action points and progress updates throughout the planning lifecycle.
- Ensure timely, professional communication and respond to emails and requests promptly to prevent delays.

Staff Engagement & Internal Initiatives

- Coordinate and source staff gifts and internal appreciation initiatives for special occasions, including:

- Valentine's Day
 - Winter warmer initiatives
 - Staff birthdays
 - Other employee recognition events
 - Ensure timely procurement, packaging, and distribution of staff gifts in line with budgets.
-

Post-Event Debriefing & Continuous Improvement

- Facilitate post-event debrief sessions after each event to evaluate outcomes, successes, and challenges.
 - Document lessons learned and ensure improvements are incorporated into future planning.
 - Review areas such as:
 - Marketing and invitations
 - Attendance and engagement
 - Programme flow and activities
 - Technical and logistical execution
-

Candidate Requirements

- Excellent organisational and time-management skills with the ability to multitask effectively.
- Strong interpersonal skills with the ability to liaise professionally across departments and with external stakeholders.
- Proven ability to source quotations, negotiate with suppliers, and manage service providers.
- High attention to detail and strong problem-solving skills, with the ability to anticipate and mitigate potential issues.
- Strong written and verbal communication skills.
- Client-facing confidence and professional conduct.
- Ability to manage budgets and adhere to financial controls.
- Demonstrated enthusiasm, initiative, and adaptability in a fast-paced environment.
- Valid driver's licence and own reliable vehicle.
- Flexibility to work outside normal office hours when required.
- Prior experience in events coordination or events management will be a strong advantage

To apply, please send a cover letter and complete CV to vacancies@belgiumcampus.ac.za.

Applications close Friday, 30 January 2026.