

Vacancy: Event Coordinator

The Actuarial Society of South Africa serves the public interest through regulating and supporting the actuarial profession in South Africa. This is done through the provision of a world class education to actuarial students, setting and maintaining professional practice standards for actuaries, advancing actuarial skills and knowledge in both current and wider fields of actuarial practice, being an objective voice engaging decision makers on the public good in areas of policy making where actuaries can contribute, and creating opportunities for actuaries to work locally and abroad.

The Actuarial Society of South Africa is committed to delivering high-quality, professional and efficient administration and support services to its network of members and volunteer members. The position of Events Coordinator based in Cape Town is currently vacant. The position reports to the Events Manager within the Member Engagement Department. The position will be filled in line with the Actuarial Society's employment equity policy.

Purpose of the job

The Events Coordinator will provide comprehensive administrative, logistical, and technical support to the Events Manager in delivering professional, high-quality events. This includes full support of in-person, hybrid, and online webinars hosted on Zoom and Microsoft Teams. The role ensures seamless operational delivery, strong stakeholder engagement, and a consistently high member experience.

Key Responsibilities

1. Online and Hybrid Event Coordination

- Set up, manage and host online events using **Zoom** and **MS Teams** (meetings and webinars).
- Provide **first-line technical support** to attendees (audio queries, access issues, troubleshooting).
- Conduct speaker tech checks, manage presentation sharing, and support smooth live delivery.
- Monitor chat/Q&A, manage waiting rooms, and support moderators during events.
- Maintain online event links, schedules, and changes across all systems.

2. Event Administration and Logistics

- Support the Events Manager with the full administrative lifecycle of events.
- Coordinate venue bookings, catering, equipment, event suppliers, and onsite logistics.
- Manage vendor and supplier relationships, and negotiate best rates in terms of cost and service provision
- Manage speaker and staff travel and accommodation using approved travel platforms.
- Assist with presentation materials, ensuring consistency, quality and readiness for live use.
- Maintain all event and speaker data across all event platforms.

3. Registrations and Member Support

- Oversee the opening and closing of all event registrations, including the Annual Convention.
- Manage the Events inbox and resolve member and attendee queries timeously.
- Capture and verify attendance records for CPD and reporting.
- Provide excellent service and ensure a professional member experience.

4. Marketing and Communications Support

- Liaise with the Marketing team for design briefs, banners, social media posts, and mailers.
- Draft or review event communications, reminders, and participant instructions.
- Ensure accurate and timely updates of event information on the website and newsletters.
- Source speaker and guests gifts.

5. On-Site Event Support

- Attend and support selected events in **Cape Town and Johannesburg**.
- Assist with event set-up, branding, supplier coordination, and registration desk management.
- Provide onsite troubleshooting and assist speakers, guests, and vendors as needed.

6. Operational Support and Team Collaboration

- Work closely with the Events Manager, Practice Areas, and volunteer committees.
 - Contribute to improving online event processes, systems, and member experience.
 - Support general office administration tasks as part of a collaborative team environment.
 - Perform any other tasks reasonably assigned to ensure effective operational delivery.
- Will be required to be present on-site (JHB and Cape Town) at certain events to set-up and remove marketing material and manage the registration desk.
 - "What-else?" Our flexible work environment demands high-level of teamwork, collaboration and open communication; smaller office administration tasks are shared within the team; any other tasks assigned from time-to-time that is deemed necessary to the effective and efficient operational delivery of our services to our members.

Minimum Requirements

- Matric and relevant experience and a Post matric qualification.
- Experience in administering and coordinating events for 3-4 years, or in a similar role
- Proven experience in an online events environment using virtual event software e.g. Zoom / MS Teams etc. is required.
- A working knowledge of software programs, website updates and an interest in technological improvements is required.
- Proficient in Microsoft Office [MS teams, Word, Excel, PowerPoint]
- Driver's license and own transport is beneficial, with periodic travel nationally required.
- An ability to work independently without close supervision and in a team.

Key Competencies

- Strong technical skills with the ability to maintain best practices for ASSA's online event environment.
- Strong understanding of budgetary constraints, creative workarounds, and effective resource management.
- Confident and mature in liaising with volunteer members, staff and vendors.
- Physically able to support event setup, including lifting, carrying, and arranging banners, signage, and other event materials.
- Self-motivated, adaptable, and resourceful in achieving objectives.
- Service orientated with an eye for detail around member experience.
- Function well under pressure and able to take initiative to get things done
- A high command of English and the ability to effectively communicate both verbally and in writing.
- Flexibility around core working hours based on operational demands.
- Team player that values performance as a collective.

Benefits

We offer a competitive market related remuneration package that includes pension fund and group life and disability insurance. We value you as an individual and allow for flexible work arrangements also with an option to participate in our nine-day fortnight programme. In addition, we offer a work environment where individuals are encouraged to develop and grow in reaching their potential and most of all - to have fun in what they do without comprising our professionalism.

Applicants

To apply for the role of **Events Coordinator**, please submit your CV and letter of application, in which you address your experience in events coordination and why you feel you are the right person for the role.

Subject line: ASSA Events Coordinator Application

Please submit your complete application to vacancy@actuarialsociety.org.za by **31 July 2026**. If you do not hear from us within three weeks of the closing date, kindly consider your application unsuccessful. Shortlisted candidates will be required to complete a competency assessment relevant to the role.