

ADVERTISEMENT

Venue Coordinator

Salary Range R176 969.50 – R208 199.41 per annum (all inclusive)

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

Purpose Of the Role

An exciting and challenging opportunity exists in the Corporate Services Division, to Co-ordinate NMISA communal and meeting facilities by providing a high standard of hygiene and cleanliness throughout the NMISA communal and meeting facilities, thereby contribution to overall staff morale, NMISA image and hospitality

Minimum Requirements, Skills and Experience

- Minimum Grade 12 with two years relevant experience.
- Basic computer literacy
- Basic knowledge of Hygiene standards
- Understanding and following safety rules
- Basic understanding of health and safety regulations
- Hospitality experience
- Customer service and sound judgement

Duties and Responsibilities:

- Co-ordination of NMISA staff tearoom, including ensuring supplies are put out daily, locking and unlocking meeting rooms, control of meeting room equipment tidying and washing up to ensure the smooth functioning of the NMISA first floor facilities.
- Control of kitchen stock to ensure effective use of supplies
- Ensure safe keeping of presentation equipment (i.e projectors and remotes for projectors) and make sure they are in good condition all the time
- Keep a check on cleaning materials and re-order via the Manager
- Lock or inlock the building securely.
- Maintain good hygiene standards in the communal and meeting rooms
- To ensure that safe working practices are applied at all times
- Comply with the requirements of the NMISA TQMS to ensure process consistency and effectiveness
- Stand-in for reception as and when required
- Undertake any other duties as may be required from time to time

Person Specification:

We are looking for a dynamic, positive thinking individual, who can manage complexity, have planning and organising skills, is resilient and customer service orientated. A unique individual with leadership and interpersonal skills who can communicate at all levels and develop a strong team. Excellent writing skills and fluency in English. The candidate must have the ability to work both independently and as part of a team.

The position further requires professionalism when dealing with customers and colleagues, plus a level of excellence that goes above and beyond the commercial considerations and legal requirements.

Please note:

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org. Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

Closing date for applications: **31 December 2024**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).