

SCHEME OF SERVICE

<u>Organisation:</u>	Mauritius Tourism Promotion Authority
<u>Post:</u>	Events Officer
<u>Salary:</u>	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750
<u>Effective Date:</u>	12 February 2019
<u>Qualifications:</u>	A. By selection from among candidates who possess:

- (i) a Degree in Events Management or Tourism Management or Hospitality Management from a recognised institution **or** an equivalent qualification acceptable to the Board; and
 - (ii) reckon at least five years post- qualification experience in the organization of events in the tourism sector;
- or**
- (i) a master's degree in Events Management or Tourism Management or Hospitality Management from a recognised institution **or** an equivalent qualification acceptable to the Board; and
 - (ii) reckon at least two years post- qualification experience in the organization of events in the tourism sector;

B. Candidates should also: -

- (i) be proactive and have good PR skills;
- (ii) have excellent oral, writing and presentation skills in both English and French;
- (iii) have proven organisation skills; and
- (iv) be computer literate; and

Candidates should produce written proven evidence of experience/knowledge claimed.



Duties:

1. To manage the implementation of all events project, marketing and sponsorship, budgeting, logistics and evaluation;
2. To be responsible for the day-to-day co-ordination and planning of all events programme.
3. To prepare and arrange a calendar of events, by segment in partnership with key stakeholders
4. To ensure that catering and entertainment during events are arranged properly;
5. To keep track of events finances including check requests, invoicing and reporting.
6. To collaborate with the Marketing unit in the preparation and distribution of publicity materials in connection with organization of events
7. To coordinate with suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
8. To participate in the organization of press conference, seminars and workshops at local level;
9. To make use of ICT in the performance of his duties
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Events Officer in the roles ascribed to him.

NOTE

The Events Officer will be required to work beyond normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



12 February 2019

