Job Title	**:**	**Project Manager**
Department	:	Conferences and Special Events
Location	:	FPD Head Office, Pretoria
Annual salary range	:	R499 090 – R528,479

(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).

Purpose of the position:

To lead the end-to-end planning, coordination, implementation and close-out of assigned conferences, special events, webinars and stakeholder engagements

Scope of work:

Key responsibilities include:

1. **Project planning, governance and delivery**
   - Lead assigned conferences and special events from initiation through implementation, evaluation and close-out.
   - Develop and maintain project charters, detailed workplans, timelines, milestones, responsibilities, risk registers and decision logs.
   - Use approved digital planning tools, including Microsoft Teams, Planner, SharePoint and dashboards to manage activities and maintain current project information.
   - Coordinate internal teams, conference committees, suppliers and partners against agreed deliverables and deadlines.
   - Monitor progress, dependencies and risks, implement corrective action and escalate material issues promptly.
   - Ensure complete, accurate and audit-ready project records.

2. **Financial management and commercial performance**
   - Develop project budgets, forecasts, pricing inputs and cashflow requirements in collaboration with line manager and Finance department.
   - Monitor income, expenditure, commitments and variances and implement approved corrective actions.
   - Manage quotations, procurement documentation, supplier invoices and financial reconciliation in accordance with company policies.
   - Support sponsorship, exhibition, delegate-income and other revenue-generation activities.

- Identify cost-saving opportunities without compromising quality, compliance or the participant experience.
- Complete timely financial close-out and contribute accurate information to management reports.
- Identify operational, financial, data, reputational and stakeholder risks and maintain mitigation plans.
- Ensure compliance with policies, contractual obligations, procurement requirements, POPIA, information governance and applicable accreditation standards.

3. **Conference programme and participant management**
   - Coordinate programme development with conference chairs, scientific committees, clients and technical contributors.
   - Manage speaker invitations, confirmations, biographies, presentations, orientation and logistical requirements.
   - Coordinate abstract submission, review, acceptance and scheduling processes where applicable.
   - Oversee registration setup, delegate communication, attendance data and close-out statistics.
   - Coordinate CPD and accreditation applications, supporting records and completion requirements.
   - Prepare agendas, programmes, briefing packs, scripts, session schedules and event run sheets.
   - Ensure consistent use of approved branding, messaging and quality standards.

4. **Logistics, suppliers and on-site operations**
   - Coordinate venue sourcing, accommodation, travel, transport, catering, security, signage, exhibitions and technical requirements.
   - Develop and maintain event specifications guides and detailed onsite operational plans.
   - Appoint and manage service providers within approved procurement and contracting requirements.
   - Coordinate in-person, virtual and hybrid event platforms, audiovisual services and technical rehearsals.
   - Lead onsite delivery, team briefings, issue resolution and contingency management.
   - Confirm completion of supplier deliverables and resolve outstanding operational matters.
   - Act as the primary operational contact for assigned clients, committees, sponsors, exhibitors, speakers, venues and suppliers.

5. **Client, partner and stakeholder engagement**
   - Provide clear, timely, accurate and professional communication throughout the project lifecycle.
   - Facilitate planning meetings, document decisions and ensure follow-through on actions.

- Build trusted working relationships and manage expectations within approved scope and authority.
- Monitor stakeholder satisfaction, address service issues and escalate sensitive or high-risk matters.
- Support partnership development, repeat business and the identification of new conference opportunities.
- Maintain project dashboards and provide accurate status, financial, registration and performance reports.
- Document lessons learned, successes and improvement opportunities and track agreed actions

6. Team coordination and capability development

- Document lessons learned, successes and improvement opportunities and track agreed actions.
- Allocate and coordinate work across project staff, coordinators, interns and temporary event personnel.
- Provide clear instructions, coaching, feedback and practical on-the-job development.
- Promote teamwork, accountability, knowledge transfer and consistent use of approved systems and processes.
- Contribute to team planning, workload management and continuous improvement initiatives.

Qualifications:

- Tertiary qualification in event management, business management, hospitality management, marketing, communications, public health or a related field (essential).
- Project management qualification (essential).
- Recognised project management or event management certification (advantageous).
- Membership of an appropriate professional body, including SAACI or a related association (advantageous).

Experience:

- At least five years' progressively responsible experience in conference, special-event or project management
- Demonstrated experience delivering complex in-person, virtual or hybrid events from initiation to close-out.
- Experience in budgeting, procurement, supplier and contract management, stakeholder coordination and client service.
- Experience in health, education, development, donor-funded or public-sector environments (advantageous).

- Experience coordinating project teams, conference committees and multidisciplinary stakeholders.

Additional requirements:

- Competence in Microsoft 365, Teams, Planner, SharePoint, Excel and presentation tools.
- Demonstrated proficiency in the use of Artificial Intelligence (AI) tools.
- Familiarity with event management and registration platforms such as EventsAir (advantageous).
- Willingness to travel for conferences, client engagements, supplier meetings and site visits.
- Willingness to work reasonable flexible or extended hours when required, in accordance with the BCEA.

Application process:

Interested candidates should apply by accessing the following link:

https://vacancies.fpdsiu.co.za/

Closing date for applications: 13 November 2026 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organisation. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

Please note:

Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

The company reserves the right not to make an appointment.