

**Date:** 02 March 2026

**Job Title:** Programme & Events Coordinator

**Company:** SAPICS

**Location:** Gauteng-based (Hybrid / Remote Working)

### **About SAPICS**

We are a vibrant and growing community dedicated to advancing supply chain excellence across industry, government and academia.

Through our memberships, education programmes, events and annual conference, we educate, empower and elevate individuals and organisations across the supply chain ecosystem.

### **Role Overview**

SAPICS is seeking a dynamic and experienced **Programme & Events Coordinator** to join our team.

This role is central to the smooth delivery of SAPICS' education programmes, membership services and events portfolio. The successful candidate will be highly organised, detail-oriented and capable of managing multiple workstreams in a professional environment.

The position requires strong administrative capability, stakeholder engagement skills, and the ability to operate independently in a remote working environment.

### **Key Responsibilities**

#### **Membership & Education Administration**

- Manage all aspects of membership administration and maintain accurate member records.
- Administer education programme enrolments and certification processes.
- Keep all databases and CRM systems up to date and accurate.
- Prepare and issue quotations for programmes and service offerings.
- Generate monthly reports on membership numbers, education enrolments and key metrics.
- Respond promptly and professionally to member and stakeholder enquiries.
- Record and manage all membership and education data within relevant platforms.

Tel 010 013 3442 | E: [info@sapics.org.za](mailto:info@sapics.org.za) | Regus Waterfall City, Maxwell Office Park, Ground Floor, Mac Mac Building, Magwa Crescent, Waterfall City, Midrand, 2090 | PO Box: 14080, Vorna Valley, 1686 | [www.sapics.org.za](http://www.sapics.org.za)

The Professional Body for Supply Chain Management NPC t/a SAPICS

Not for Profit Company<sup>NPC</sup> | Registration No: 1999/024216/08 | VAT No: 4380 1887 99

**SAPICS Directors:** L Cham, T Moloi (Chair), RJ Mphake, SM Phetla, N Reddy-Ramsunder, KM Mosathupa, S Naicker, BC Fundafunda (Zambia)

### **Events Coordination**

- Coordinate and support delivery of events (virtual and in-person).
- Liaise with speakers, service providers, venues and partners.
- Assist with event registrations, confirmations and logistics.
- Participate in event execution as required.

### **Stakeholder Engagement**

- Communicate effectively via email, phone and digital platforms (including WhatsApp and MS Teams).
- Liaise with Accredited Education Providers and external partners.
- Provide exceptional service to members and stakeholders.

### **Financial & Operational Support**

- Follow up on outstanding debtor accounts and support timely resolution.
- Ensure compliance with policies, procedures and governance requirements.
- Attend team meetings and Board meetings where required.
- Work independently and manage workload effectively within deadlines.

### **Qualifications & Experience**

- Matric (Grade 12) – essential
- Relevant qualification (Degree or Diploma in Commerce, Events Management, Administration, Operations Management or related field)
- 3–5 years' experience in programme coordination, administration, events coordination, or within a non-profit, association environment
- Strong proficiency in MS Word, Excel, Outlook and Teams
- Excellent written and verbal communication skills in English
- Strong customer service orientation
- Highly deadline-driven and organised
- Ability to work independently and as part of a team
- Valid driver's licence and own vehicle essential
- Home office set-up with reliable connectivity and backup power solution essential

### **What SAPICS Offers**

- Market-related salary
- Exposure to a dynamic professional environment
- Opportunity for professional growth and skills development
- Entrepreneurial and collaborative team culture
- Engagement with leading professionals in supply chain and operations

## **How to Apply**

If you meet the above requirements and are interested in joining the SAPICS team, please submit your CV and a cover letter outlining your relevant experience to: **bev@sapics.org.za**

Please include:

**“Programme & Events Coordinator Application 2026”** in the subject line.

**Closing Date:** Friday, 13 March 2026

SAPICS is an equal opportunity employer and values diversity in the workplace.