

Durban ICC SOC (Ltd) is the managing company for the Inkosi Albert Luthuli ICCComplex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 18 years.

INVITATION TO APPLY FOR REGISTRATION ONTO THE DURBAN ICC GIG EMPLOYMENT DATABASE

(NB: Gig Employment refers to event based operational support staff)

The Durban ICC cordially invites all suitable candidates to submit their applications to be considered to form part of the Durban ICC's Gig Employment Database. The primary aim of the Gig Employment Database is to ensure that the Durban ICC provides a platform for candidates to be provided with an opportunity to submit applications for Gig opportunities available at the Durban ICC.

1. PROCESS FLOW

- 1.1 Applicants are required to submit their applications in relation to the posts listed below via the Durban ICC Gig Employment email address;
- 1.2 All required documentation is to be provided via email together with the completed application form in "PDF" format and sent through to the following email address: gigapplication@icc.co.za
- 1.3 Applicants who are unable to apply via the abovementioned email address may contact the Durban ICC Gig Employment Help Desk, to assist with their application process;
- 1.4 Applicants are required to call into the Durban ICC to make an appointment with the relevant personnel at the Help Desk to assist them with the application process. Applicants may make contact via the following contact details: 031–360–1080 or gighelpdesk@icc.co.za.
- 1.5 The Help Desk will only be operational from date of advert release to date of application closure. (22nd May 2024 to 31st May 2024, from 8:00 to 17:00)
- 1.6 Should an applicant be considered to have met the requirements for the post, subject to the requisite recruitment processes of the Durban ICC being undertaken, they would be included on the Durban ICC Gig Employment Database subject to the Durban ICC Database number limitations;
- 1.7 Applicants shall be informed if they have been successfully registered on the Durban ICC Gig Employment Database via their contact details listed on the application form and would



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be required to attend orientation and vetting processes of the Durban ICC.

2. MANDATORY DOCUMENTARY REQUIREMENTS

- 2.1 Candidates are required to provide the following documentation:
 - 2.1.1 Completed Application Form;
 - 2.1.2 Curriculum Vitae;
 - 2.1.3 Certified Copy of ID (not less than 3 months certified)
 - 2.1.4 Certified copies of any relevant qualifications (not less than 3 months certified):
 - 2.1.5 Proof of address/Affidavit certifying address of the applicant (not less than 3 months old);
- 2.2 All application documents are to be submitted electronically via gigapplication@icc.co.za
- 2.3 The Durban ICC shall be entitled to request for an updated criminal record check as and when required.

3. POSITIONS AVAILABLE FOR GIG EMPLOYMENT DATABASE REGISTRATION

3.1 The following is a breakdown of the positions required by the Durban ICC under its Gig Employment Programme together with the required experience and qualifications: (Applicants are urged to only apply if the experience and qualification requirements are met by themselves)

No.	Post Title	Qualification	Experience
1	Supervisor Cleaner Back of House	National Senior Certificate (Grade 12)	 2-3 years of work experience in a similar role within the hospitality sector. Previous supervisory cleaning experience, preferably within the hospitality industry. Good people skills and ability to work with in a team. Basic computer skills Eg. MS Word and Excel. Good knowledge in HCCP or ISO 22000 in relation to Food Safety and of cleaning products, applications and general hygiene practices.

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			 Knowledgeable in industrial cleaning equipment, products and chemicals as well as the use/application thereof. Good knowledge of waste recycling. Good command of the English language.
2	Back of House Cleaner - Stewarding	National Senior Certificate (Grade 12) is essential	 2-3 years of work experience in a similar role within the hospitality sector. Previous cleaning experience, preferably within the hospitality industry. Good knowledge of cleaning products, applications and general hygiene practices. Knowledgeable in industrial cleaning equipment, products and chemicals as well as the use/application thereof. Good knowledge of waste recycling. Good command of the English language.
3	Commi Chef - Operational Support Staff (OSS)	National Senior Certificate (grade 12) or Diploma in cookery	 2-3 years of work experience in a similar role within the hospitality sector. Good knowledge in HCCP / ISO 22000 in relation to Food Safety or ISO 9001. Experience in kitchen planning and production. Experience in mass production of recipes would be advantageous.
4	Service Staff	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Sound knowledge of food health and safety regulations. Food and Beverage service knowledge and/or experience. Customer Service experience.
5	Audio Visual crew (Technical - BOH)	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Must have previous work experience within large conference/meeting/events establishment. Facilities specific to AV / Technical set-up and striking. Be familiar with Health & Safety Requirements specific to set-up and striking (breakdown / clearing) of equipment. Good Command of the English Language.

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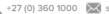






			 Be service orientated and have good customer relation skills.
6	Audio Visual Store-man (Technical - BOH)	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Must have previous work experience within large conference /meeting/ events establishments, with large stock content and multiple storage areas. Must be familiar and have experience with stock take and inventory systems. Be computer literate to operate a basic in-house inventory system. Good Command of the English Language. Be service orientated and have good customer relation skills.
7	Section Leader (FOH)	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Leadership skills POS System experience Be Computer Literate e.g MS Word and Excel Good command of the English language
8	Section Leader (Beverage FOH)	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Leadership skills POS System experience Be Computer Literate e.g MS Word and excel Good command of the English language
9	Barista	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Barista Coffee making skills POS System experience Be Computer Literate e.g MS Word and Excel Good command of the English language

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10	Cocktail Barman - Outlets	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Mixology service skills Bar Service Skills POS System experience Be Computer Literate e.g MS Word and Excel Good command of the English language
11	Barman - Events	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Bar service skills POS System experience Be Computer Literate e.g MS Word and Excel Ability to Multitask Customer Service Skills Good command of the English language
12	Beverage Bar-hand	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Bar service skills Customer Service Skills Good command of the English language
13	Waiter	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Bar service skills Food and Beverage service experience and knowledge Basic arithmetic skills Customer Service Skills Good command of the English language
14	Cashiers	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. POS system experience Leadership skills Basic arithmetic skills Computer Literate e.g MS Word and Excel Customer Service Skills

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			Good command of the English language
15	Set-up Crew BOH	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Event venue set-up and breakdown experience Good communication skills Operating Equipment Type / Style knowledge Physically apt and able to move weighted items up to 25kg to 35kg
16	Section Leader BOH	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Leadership skills Event venue set-up and breakdown experience Good communication skills Operating Equipment Type / Style knowledge Physically apt and able to move weighted items up to 25kg to 35kg
17	Back-of- House Personnel (MEP)	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Event venue set-up and breakdown experience Good communication skills Operating Equipment Type / Style knowledge Physically apt and able to move weighted items up to 25kg to 35kg
18	Set-up Crew (Beverage)	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Event venue set-up and breakdown experience Good communication skills Operating Equipment Type / Style knowledge Physically apt and able to move weighted items up to 25kg to 35kg Experience with stock take and stock recording

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19	Handyman	National Senior Certificate (Grade 12) or NQF Level 3 – trade qualification	 2-3 years of work experience in a similar role within the hospitality sector and/or large facility in the following roles: -Metal work / Ironmongery. -Tiling / Civil work. -Painting / skimming. -Basic plumbing. -Woodwork. Good command of the English language.
20	Painter	National Senior Certificate (Grade 12)	 2-3 years of work experience in a similar role within the hospitality sector and/or within a large facility in the following fields: Metal work / Ironmongery. Tiling / Civil work. Painting / skimming. Basic plumbing. Basic Woodwork. Good command of the English language.
21	Plumber	National Senior Certificate (Grade 12) NCV 2/3/4 Trade Test	 2-3 years of work experience in a similar role within the hospitality sector and/or within a large facility. Plumbing experience in a commercial or hospitality industry. Experience in large-scale water heaters, commercial kitchens and industrial plumbing fixtures.
22	Electrician	National Senior Certificate (Grade 12) N3 Electrical – Electrical Trade Tested	 2-3 years of work experience in a similar role within the hospitality sector and/or within a large facility. Experience in electrical systems, wiring, fixtures and troubleshooting common electrical issues. Knowledge of energy efficient lighting and HVAC control systems.

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23	IT Systems Administrator	National Senior Certificate (Grade 12) IT diploma or related equivalent Project management qualification - Advantageous	 2-3 years of Information Technology experience in private or public sector environment proven experience in IT environment Strong interpersonal and communication skills, with the ability to interact effectively. Knowledge of ICT systems, networks, software, and hardware. Ability to work independently and handle multiple priorities in a fast-paced environment. Customer-focused mindset with a commitment to delivering exceptional service.
24	IT Technician	National Senior Certificate (Grade 12) Appropriate IT Technical Qualification A+ (maintenance of PCs, mobile devices, laptops, operating systems and printers) Network +	 2-3 years of Information Technology experience in private or public sector environment and proven experience in IT environment Must have experience at an IT technician level with integrated systems, Point of sale, DALI (Digitally addressable lighting Control), CCTV (IP and Analogue), access control, building management systems, lighting control, fire evacuation, voice evacuation, PABX (private automatic branch exchange), switchboard management and dynamic signage. Must also have strong networking, fibre and cabling skills and the ability to troubleshoot tcp-ip from command line. Must have experience with wireless technologies. Strong computer literacy (MS Windows, MS Office, HMI systems)

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25	Control Room Operator	National Senior Certificate (Grade 12) A+ IT Technical Course	 2 years' experience in control room/help desk environment. 2 years' experience in computer BMS operating and administering building management. 2-year experience and knowledge of security and loss control systems and procedures. Strong computer literacy (MS Windows. MS Office, BMS systems)
26	Assistant Business System Analyst	National Senior Certificate (Grade 12); Certificate in Finance Business information systems; Qlikview Design and Developer Certified.	 Finance and IT Knowledge required. At least of 3 years' experience in Qlikview BI Design and Development. Experience with ERP Systems. Experience working with SQL databases. Experience in Report Writing (Qlikview / Crystal Reports). The ability to operate and execute effectively in a dynamic, fast-paced environment with challenging deadlines. The ability to display integrity, confidentiality and honesty and be action oriented and proactive in his/her approach. Experience in Qilkview Business Analytics Advanced experience in Microsoft SQL Knowledgeable in Point of Sales Systems
27	Personal Assistant	National Senior Certificate (Grade 12); or NQF Level 4; National Diploma in Office Management/Business Administration or relevant NQF Level 6 qualification	 2-3 years' experience in a similar role within a highly pressurized work environment Proficient in MS Office (MS Word, MS Excel, MS Power Point)

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28	Storeman	National Senior Certificate (Grade 12) or NQF Level 4;	 2-3 years of work experience in a similar role Must be familiar and have experience with stock take and inventory systems and inventory management. (computerised financial management systems - JDE and EBMS)
29	Beverage Crew	Secondary Education	 2-3 years of work experience in a similar role within the hospitality sector. Store Keeper experience Physically apt and able to move weighted items/inventory
30	Stores Controller	National Senior Certificate (Grade 12) or NQF Level 4; Relevant tertiary qualification	 2-3 years of work experience in a similar role Experience with working in inventory management (computerised financial management systems - JDE and EBMS)
31	Storeman Assistant	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role Experience with working in inventory management (computerised financial management systems - JDE and EBMS)
32	Sewing	Secondary Education	 2 – 3 years' work experience in a similar role Experience in working with an industrial sewing machine
33	Stores Receiving Clerk	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role within the hospitality sector. Experience with invoicing systems (computerised financial management systems - JDE and EBMS)

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34	Section Leader (Finance)	National Senior Certificate (Grade 12) or NQF Level 4	 2-3 years of work experience in a similar role Experience with working in inventory management (computerised financial management systems - JDE and EBMS)
35	Driver	National Senior Certificate (Grade 12) Valid code 10 Driver's License; Clean driving record; Ability to pass company driving test good communication skills	A minimum of 1 year driving experience Must possess a positive and professional attitude
36	Creditors Clerk	National Senior Certificate (Grade 12) Diploma in accounting or equivalent (NQF Level 5)	 2 – 3 years' experience in a similar role within a highly pressurised work environment (company size turnover greater than R100 million). Experience with MFMA supply chain management requirements. Experience with working on computerised financial systems and online banking systems.
37	Invoice Clerk	National Senior Certificate (Grade 12); National Diploma in Accounting or equivalent qualification	 2 - 3 years' work experience in a similar role within a highly pressurised work environment. Experience with invoicing systems (computerised financial management systems - JDE and EBMS)

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Dr M J K Bophela (Board Chairman), Mr D L Ngema, Dr S K Mpungose, Ms K Kunene, Ms L R Ngcobo, Prof B C Dumisa, Mr B V Mshengu, Ms P M Mchunu, Mr T Ndlela, Ms L E Rakharebe, Ms M A Rambally























38	Stores Crew	Secondary Education	 2 – 3 years work experience in a similar role within the hospitality sector. Store keeper experience Experience in loading and off-loading inventory Physically apt and able to move weighted items
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4. APPLICATIONS

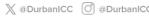
- 4.1 The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI).
- 4.2 Persons with disabilities are encouraged to apply.
- 4.3 The Durban ICC reserves the right to employ applicants it deems suitably qualified and experienced for the required positions.
- 4.4 Any incomplete application forms and any documentation not meeting the relevant requirements shall render an application by an Applicant invalid.
- 4.5 Should applicants be successful in registration onto the Durban ICC Gig Employment Database, remuneration will be in line with the relevant sectoral determination/hospitality norms and/or minimum wage.
- 4.6 The specific remuneration structure will be provided to successful applicants and contained within the Gig Employment Contract to be signed prior to commencement of each gig.
- 4.7 Applicants with any queries on the application process are kindly requested to contact 031-360-1080 or email gighelpdesk@icc.co.za.
- 4.8 The closing date for all applications is the 31st May 2024.

CHIEF CORPORATE SERVICES OFFICER

DATE: 22/05/2024

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DURBAN ICC

APPLICATION FOR GIG EMPLOYMENT

POSITION AF	PPLIED FOR:									
1. PERSONA	L (BLOCK LE	ETTERS)								
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First Names	First NamesRes:Res:									
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Postal Addres	s					Postal Code				
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business a	ctivity for the	Durban ICC?	YES/NO	of a close corporation, pa	rtnership, company	or involved in	any other			

Educational							
School							
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DO NOT ATTACH ORIGINAL CERTIFICATES – CERTIFIED COPIES ONLY

FOR USE BY HEAD OF DE	PARTMENT ONLY	