

PERMANENT CONTRACT

The Engineering Council of South Africa (ECSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

Position Summary: Travel Coordinator position has become available. This individual will be responsible to provide domestic, regional and international travel services (airline reservations and ticketing, accommodation/car rental reservations, shuttles and transfers, visa applications, travel insurance, etc.); ensuring that the most cost-effective and efficient travel services are provided and that ECSA's travel policy is strictly always adhered to.

The successful candidate will report to Manager: Supply Chain Management.

Responsibilities includes but not limited to:

- Provide quotations for travel routes and transportation schedules
- Obtain three or more quotes and booking of all travel and venue arrangements (as per SCM Policy).
- Establish a fixed Travel supplier database and negotiate government / corporate rates for ECSA with those suppliers.
- Make travel domestic, regional and international reservations
- Coordinate flights, accommodation, transport, visa, insurance services, and venue hire.
- Facilitate daily travel administrative operations of the office and assist all units in resolving problems related to the day-to-day operations.
- Maintain that ECSA staff travel is booked according to the travel policy and ensuring that there is a uniform effective policy and procedure for all travel bookings and venue hire bookings.
- Build relationships and rapport with travel, accommodation and venue stakeholders and suppliers.
- Internal Traveler support to assist with unexpected changes / events on the business trip.
- Establish a fixed Travel supplier database and negotiate corporate rates for ECSA with those suppliers.
- Develop a Travelers profile form which is used to capture personal information for ease of reference when making travel arrangements.

*Mr TC Madikane

***Dr PC Msomi

Mr P Sekhoto

Mr ML Meder

Mr T Selebogo

Ms PF Sibiya

Ms P Mazibuko

Ms SN Shoji

**Ms M Maidi

***Ms KC Maelane

Mr DL Cawdry

Ms S Sulliman

Prof D Lokhat

Mr J George

Mr Havenga

Dr S Kabane

***Mr E Oswald

Dr VT Hashe

Ms ST Sishi

Prof K Ramdass

Ms S Mona

Ms SP Moketla

Mr MV Lupuwana

Ms K Majola

***Prof E Kearsley

Prof PM Mashinini

Dr M Heyns

Mr L Monyatsi

Mr B Maluleka

Ms NS Gumede

Dr ME Makgae

Ms N Koranteng

***Ms VP Nene

Ms SN Chamane

Dr N Gareeb

Ms ML Damane

Mr SJ Xawuka

Mr S Palackal

Mr GS Gcaba

Ms VN Ndlovu

***Mr BJ Mottadiile

Mr IS McKechnie

Mr S Mbadamana

Mr SC Khoza

Ms V Mudau

Mr MP Khathide

Dr PT Govender

Mr. S Pillay

- Capture all traveller's profiles such as address, ID number and cell phone number and travel preferences successfully and accurately onto a central database.
- Perform daily administrative operations of the office and assist all units in resolving problems related to the day-to-day operations.
- Provide input on travel policies and process maps.
- Attend travel workshops and training.
- Conduct venue and site inspections.

Qualifications and Requirements

- Diploma in Travel Management or similar (NQF 5 Level) or equivalent.
- NQF Level 6 will be an added advantage.
- Minimum 1-3 years relevant experience in corporate travel agency.

Skills and Knowledge

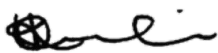
- ERP System.
- Monthly credit card reconciliation.
- Business Acumen.
- Geographic knowledge.
- MS Office (Word / Excel / Outlook/ PowerPoint).
- Ethical Practice.
- Excellent Communication.
- Organisation.
- Customer service.
- Work under pressure and meet deadlines.

Appropriately qualified and experienced individuals should submit a detailed CV and copies of educational qualifications to recruit@ecsa.co.za

Positions are filled in accordance with ECSA's Employment Equity Policy. PWD candidates are also encouraged to apply.

Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

Closing Date for applications: 06 July 2026



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Authorised by: Keolebogile Modise
Executive: Corporate Support Services
22 June 2026