

Corporate Events Manager

Hiring organization
CastelMW

Date posted
April 22, 2026

Description

The Corporate Events Manager will be the lead architect of our physical and virtual brand experiences. This role is designed to transform corporate goals into high-impact realities, serving as a strategic bridge between our messaging and logistics.

Responsibilities

Reporting to the Head of Communication and Corporate Events, you will lead the following four pillars:

1. Internal Culture & Brand Revival

- Partner with the Communications Manager to design and execute immersive internal events (Town Halls, team building, recognition days).
- Create experiences that boost employee morale and turn staff into our most passionate brand ambassadors.

1. Integrated Event & Communications Management

- Ensure all event scripts, speeches, and visuals are perfectly aligned with the corporate narrative.
- Structure events to provide content-rich opportunities for the digital and media teams (e.g., photo-ops and interviews).
- Manage logistics for high-stakes PR events, press conferences, and media tours.

1. Sponsorships & Stakeholder Relations

- Evaluate external sponsorship requests against brand values and commercial objectives.
- Act as the primary liaison for partners, ensuring contractual compliance and brand integrity.
- Develop data-driven post-event reports measuring success against key KPIs.

1. Branding, Logistics & Asset Integrity

- Oversee the full event lifecycle, including vendor management, site setup, and restoration.
- Maintain a rigorous maintenance and inventory schedule for all corporate branding materials to ensure they remain in pristine condition.

Qualifications

The ideal candidates should have at least the following qualifications and experience:

- University Degree in Public Relations, Communications, Events Management, or Marketing.
- At least 4 years of progressive experience in Corporate Events or Brand Management.

- Proven ability to coordinate cross-functionally between Trade Marketing (logistics) and Communications (messaging).

Key Competencies

- Proficient in Microsoft Office and modern event management/digital registration platforms.
- Exceptional vendor management skills and the ability to oversee complex branding setups under tight deadlines.
- A one-team mindset with a focus on driving employee positivity and brand pride.

Mode of Application

Those interested and are meeting the above requirements should send their application letters, copies of certificates, including a detailed CV with at least three traceable referees, to:

malawirecruitment@castel-afrique.com OR,

The Human Resources Director,

Castel Malawi Limited,

PO Box 406,

BLANTYRE

The closing date for receiving applications is **Thursday 30th April 2026**, at 5 pm.

Only shortlisted candidates will be acknowledged.

Castel Malawi Limited is an equal-opportunity employer; as such, females are encouraged to apply.