



SENIOR SPORTS CO-ORDINATOR (Payclass 10)

Sport & Recreation **Department of Student Affairs**

We are looking for a dynamic and student centered person for the above post who will work well within an empowering environment.

The main purpose of this position is to support the sports clubs and the student committees, and the overall management of the Fitness Centre.

Requirements include:

- A 3-year relevant diploma (NQF level 6 equivalent)
- 5 years' experience in sports management
- 2 years' experience in managing staff and finances
- understanding of the dynamics of holistic student development and the Higher Education environment
- A broad knowledge and understanding of South African sporting codes and sports federations
- Sound computer literacy (MS Office Suite; Internet; e-mail and Excel)
- Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and with minimum supervision
- Excellent oral and written communication skills
- Strong interpersonal skills
- Possess a high level of honesty and integrity in handling cash and finances.

A broad knowledge and understanding of University Sport South Africa and Sports federation will be advantageous.

Responsibilities include:

- Providing support to sports clubs and committees including the administration; management and functioning of its committees and clubs in general
- Assisting clubs with budgeting and ensuring that clubs adhere to UCT financial policies and procedures
- Managing Fitness Centre staff and budget.
- Managing sport administration finances
- Managing stakeholder relationships
- Ensuring teams and clubs are correctly constituted and affiliated
- Preparing the clubs for their tournaments and ensuring compliance with the regulations
- Recruitment and management of coaches
- Providing guidance and monitoring performance of clubs

The annual cost of employment for 2018, including benefits, for this position is negotiable between **R443 134 and R521 333** per annum.

To apply, please e-mail the below documents in a **single pdf file** to Tracy Moore at recruitment04@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A comprehensive cover letter which responds to each of the minimum requirements, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 5405

Website: www.hr.uct.ac.za

Reference number: E19112

Closing date: 31 January 2019

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.