

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

STUDENT SERVICES DIVISION

**SENIOR SPORTS OFFICER
(PEROMNES GRADE 8)
SPORTS ADMINISTRATION
HOWARD COLLEGE**

REF NO. SS06/2019

The incumbent will be responsible for organising and administering various sport codes in particular rugby and hockey. S/he will assist the HOD in forming strategic partners with sport bodies and other relevant stakeholders; initiate and create opportunities for both mass participation and high performance sport for student clubs. S/he should have sports' administration experience, coordinating sports at a higher education level or local, provincial or national level.

Main responsibilities include but are not limited to: administrative and planning duties; providing professional support and guidance; and project management.

Minimum Requirements:

- Three (3) year degree or equivalent tertiary qualification in Sport Science or Human Movement Sciences, or Sports Administration;
- Three (3) years' relevant work experience coordinating sport;
- A valid and unendorsed drivers' licence.

Short-listed candidates may be required to undertake a skills test.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 17 April 2019.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms must be sent to Recruitment-lm@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.



JOB PROFILE

ADMINISTRATIVE DETAILS

POST No: **1016**

CURRENT POST TITLE: **SENIOR SPORTS OFFICER**

NAME OF INCUMBENT:

STAFF NUMBER:

SCHOOL/ DEPARTMENT/ SECTION: **SPORTS ADMINISTRATION, STUDENT SERVICES**

CAMPUS: **HOWARD CAMPUS**

REPORTING STRUCTURES

LINE MANAGER OF THIS POST: **ASHRAF GANIE**

NUMBER OF SUBORDINATES:

NB: AN ORGANISATIONAL CHART (ORGANOGRAM) CLEARLY SHOWING THE REPORTING STRUCTURE OF THE FACULTY/ DIVISION/ DEPARTMENT/ SCHOOL/ SECTION, INCLUDING THE CURRENT TITLES OF POSTS, MUST BE ATTACHED.

INTERACTION – NATURE AND FREQUENCY OF INTERNAL AND EXTERNAL INTERACTION. AVERAGE HOURS PER WEEK.

OUTSIDE UKZN : TERTIARY INSTITUTIONS, PROVINCIAL & NATIONAL SPORTING FEDERATIONS, STUDENT SPORT STRUCTURES

WITHIN UKZN : STUDENT SERVICES DEPARTMENTS, FACULTY OFFICERS, FACILITY MANAGEMENT

PURPOSE OF THE JOB (MAXIMUM OF 6 LINES)

- ❖ To promote, organize, administer all allocated sport codes
- ❖ To assist the H.O.D and department in forming strategic partners with sport bodies and other relevant departments (stakeholders) internally and externally.
- ❖ To initiate and create opportunities for both mass participation and elite sport (i.e. recreative and competitive) for both students and staff at the UKZN.
- ❖ Attend to all relevant matters (e.g. meetings, workshops, seminars, conferences) in his\her capacity as Senior Sport Officer as well as deputising the HOD.

KEY PERFORMANCE AREAS (KPA's) (MAXIMUM OF 5 KPA's)		% OF JOB
1	Professional Support and guidance	20
2	Administrative, Planning and Strategic Support	30
3	Financial Support	10
4	Project Management	20
5	Staff and Department Support	20
TOTAL		100

DUTIES AND RESPONSIBILITIES RELATED TO KPA's

If one of the KPA's includes financial responsibilities, then explain the nature and extent below.

1.

- ❖ Provide professional support; take responsibility of being a co-coordinator, manager, administrator of the sports clubs that fall within one's area of responsibility or specialization.
- ❖ Establish and maintain contact and communication with members of each sports club's committee. Develop action plans for sports clubs by consulting with student club leaders to determine student's sports needs and identify the tasks and functions required of the club committees to ensure the effective operation of the clubs.
- ❖ Secures efficient coaching of teams by arranging for the employment of coaches, negotiating honoraria and organizing coaching clinics , courses, workshops, seminars ,etc
- ❖ Scholarships: Liaise with relevant stakeholders and ensure that scholarships, bursaries offered at the University receive the necessary publicity. Do formal presentations if necessary to relevant stakeholders.
- ❖ Responsible for determining scholarship awardees together with the HOD and presenting them to the scholarships office
Compile all applications into summary schedule for Committee decision
Attend to correspondence with all applicants
Arrange disbursements to all recipients
- ❖ Assist with all departmental programmes e.g. Orientation ,registration etc by ensuring the readiness of clubs and committees.
- ❖ To serve as guest lecturer/ facilitator, coordinator of the department when required to do so for other departments at the University.
- ❖ Supporting colleagues by encouraging and developing sport in the local, regional, national or international community.
- ❖ Serving on regional, national, and International sport bodies and government think tanks and task groups (which are relevant to sport).

2.

- ❖ Provides equipment and facilities by consulting with clubs to decide on requirements.
- ❖ Ensure that all University property, including major and minor sports equipment used, is properly maintained and effectively controlled.
- ❖ Oversee the management and control of facilities that fall into one's area of responsibility, including the co-ordination of bookings of these facilities.
- ❖ Liaising with Grounds department to arrange for repairs, maintenance and improvement of facilities.
- ❖ Liases with tertiary institutions' sports managers and community sports organisations in order to: Ensure that all teams are correctly constituted, affiliated, and entered into correct leagues and competitions and are fulfilling obligations in terms of payment, providing officials, arriving at fixtures timeously with correct uniforms and equipment, etc.Negotiating best conditions for university students to participate e.g. not scheduling games during vacations.
- ❖ Provides opportunities for students to participate in tours and tournaments by arranging transport, finance, entries, and accommodation for tour by Arranging date, venue, equipment, sponsorship, advertising, officials, guests, entertainment, functions such as prize giving, cocktail party, Arrange programmes , tickets, refreshments, prizes, trophies for tournament or home event.

- ❖ Promotes sports among students by initiating and coordinating internal leagues based in residences in consultation with students.
Introducing sport to students on a recreational level by organizing clinics in various sports.
Organize faculty leagues, fun runs, health and wellness programmes, business relays and challenges.
- ❖ Train students in management and sports skills by:
Instructing them in meeting procedures, writing of agendas, minutes, proposals, etc
Empower students on duties of portfolio holders, budgeting planning procedures, and tournament organisation.
Providing technical and scientific support to elite sportspersons and designated clubs. Required to coach where necessary.
- ❖ Organize community outreach programmes such as workshops, clinics and courses.
- ❖ Consulting with clients, members, the community and local sporting organisations.
- ❖ Analyze and assess existing processes in order to improve and develop them.
- ❖ Create new systems and processes.
- ❖ Facilitate the transformation of sport at the University.

3.

- ❖ Monitor the financial affairs of clubs so as to ensure the most efficient disbursement of available funds and to assist with the drawing up of club budgets.
- ❖ Sometimes co-coordinating or raising sponsorship.
- ❖ The purchase, maintenance and use of equipment as required by clubs and to control these assets.

4.

- ❖ Lead and co-ordinate specific projects as assigned.
- ❖ Host National Tournaments in conjunction with club committees in the various codes of sports affiliated to USSA.
- ❖ Supervise entry for USSA tournaments.
Submit all documentation by deadlines.
Collate all entry forms and arrange payments for host institutions

5.

- ❖ Deputises for HOD in the event of absence through work, vacation or illness.
- ❖ Attend meetings with HOD when applicable.
- ❖ Deputise for the HOD at any meetings or forums as required.
- ❖ Assist HOD with the selection of departmental staff.