



## JOB DESCRIPTION

1. Job Particulars:	
Job Title: Events Specialist	Department: Operations
Direct Reports: None	Travel Required: Yes
Reports to: GM: Operations	Job Grade: C3
2. Purpose of Job:	
To administer and support all events planning, logistics and operations across all SA Rugby hosted international and domestic Events.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> <li>• Plan and deliver SA Rugby international teams' home matches.</li> <li>• Effective administering and delivering of international Tour's Agreements with all international touring and host teams.</li> <li>• Monitor and report on progress of hosting venues in respect of the intended activated events.</li> <li>• Professionally and effectively plan and deliver match event day programmes.</li> <li>• To ensure the professional planning and preparation of SA Rugby's home test matches.</li> <li>• Supervise the implementation of event day logistics for all SA Rugby departments and work with all SA Rugby suppliers.</li> <li>• Work closely with stadia managements and service suppliers to ensure that all rugby events adhere to professional and world class standards.</li> <li>• To professionally work with all host stadia and service suppliers to ensure all events are delivered of a world class nature.</li> <li>• Work with SA Rugby departments, suppliers, stakeholders and provincial rugby unions in preparation of SA Rugby events being staged in those regions.</li> <li>• To ensure that all arrangements (flights, hotel, coach) in preparation of international events are professionally arranged for host and visiting teams.</li> <li>• To ensure that professionally and regular communication with visiting and hosting teams as well as international federations such as World Rugby, SANZAAR, Rugby Africa etc are maintained.</li> <li>• To ensure that Events Delivery team are kept up to date with the latest World Rugby tours Agreement and deliverables to teams and stakeholders.</li> <li>• Conduct regular Local Organisation Committee Meetings (LOC) within the events team and regularly report on status to the GM.</li> <li>• Support event experiential delivery such as match presentation and activations.</li> <li>• Professionally be of assistance to event experiential delivery and match presentation.</li> </ul>	

- Administer and implement all rugby event operations at match venue.
- Professionally and regularly communicate with hosting unions in preparation of the events.
- Professionally supervise the event day logistics and oversee all SA Rugby departments and suppliers on event day.
- Ensure that event days are run efficiently and effectively through the compilation of implementation of a match day event plan.
- Professional draft, format and run the match day event plan at SA Rugby events.
- Support event experiential delivery such as match presentation and activations.
- Administer and implement all rugby event and commercial operations at match venue.

#### 4. Experience & Expertise (Typical educational qualifications & experience)

##### a. Educational background

- Diploma in Sport Management or related fields- Essential

##### b. Experience (years and nature)

- 5-8 Years' experience in Events and Sports administration- Essential
- 5-8 years' experience in Stakeholders relations - Essential

#### 5. Critical Competencies

- Analytical skills – Essential
- Communication Skills – Essential
- Attention to detail – Essential
- Achievement/Results driven – Essential
- Problem-solving skills – Essential
- Planning and organising – Essential
- Result Oriented – Essential

Location: Plattekloof - Cape Town

Closing date for applications: Friday 21 February 2025

Please submit your application by completing the Job Application form (if you are not a SARU employee) to the Human Resources Department at [careers@sarugby.co.za](mailto:careers@sarugby.co.za) . The application should be accompanied by a CV.

The applicant hereby consents to SARU processing any of applicant's personal information as defined in the Protection of Personal Information Act ("POPIA").

Personal information submitted to SARU will be subjected to verification, vetting and screening process.