



Applications are invited from suitably qualified candidates for the position of **YTC Administrator (Women's Rugby)**- in the Rugby Department. The Eastern Province (EPRU) is based in Gqeberha.

The closing date for applications is **Friday, 12 May 2023**.

**Please note that preference will be given to especially Former Women's Rugby Players and EE candidates for this position.**

To access the job application form, please [click here](#). 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). Your application should be accompanied by your CV.

***South African Rugby Union ("SARU") has a mandatory Covid-19 Vaccination Policy and a Workplace Safety Plan in place which all its employees abide by. In applying for this role, the applicant warrants that he or she is fully vaccinated (ie. With an additional dose or a booster shot). The applicant's electronic vaccination certificate issued by the National Department of Health (NDOH) or any other digital certificate issued outside the Republic of South Africa and recognised by the NDOH will be provided by the applicant if the application results in an offer and subsequent acceptance of the offer of employment. The applicant acknowledges, further, that there will be no particular reason (other than a medical reason) that he/she will refuse any future booster or vaccination requirements that may/should be recommended by the National Department of Health.***

Details of the job are listed in the Job description below.

Kind regards

**Human Resources Department**

### **Job Description**

<b>1. Job Particulars:</b>	
<b>Job Title:</b> YTC Administrator (Women's Rugby)	<b>Department:</b> Rugby
<b>Direct Reports:</b> None	<b>Travel Required:</b> None
<b>Reports to: Manager-</b> Manager-Women's Rugby Pathway	<b>Fixed Term Contract (12 months renewable)</b>
<b>2. Purpose of Job:</b>	
To coordinate the programmes and activities of the Youth Training Centre as well as create a safe and inclusive environment for girls/women to train and play.	
<b>3. Key Results/ Accountabilities expected from job</b>	



- To facilitate the recruitment campaign of players in schools and communities;
- To organise Coaching Clinics for players, coaches and teams;
- To arrange matches, leagues and festivals for schools and community teams;
- To arrange training and playing venues for all teams;
- Register all players participating in the programme and maintain the database;
- Render support services to the YTC Coach and the Fitness Trainer.

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

##### **a. Educational background**

- Certificate in Administration (essential)
- Diploma in administration (Desirable)

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

- 2-3 years' experience in office administration

#### **5. Critical Competencies**

- Administration skills
- Computer literacy
- Integrity
- Self-discipline
- Record keeping
- Planning and organising skills
- Negotiation skills
- Networking skills
- Communication skills
- Ability to work under minimal supervision