



JOB DESCRIPTION

1. Job Particulars:	
Job Title: Competitions Administrator	Department: Operations
Direct Reports: None	Travel Required: Yes
Reports to: GM: Operations	Job Grade: C1
2. Purpose of Job:	
To assist the GM-Operations with all logistical arrangements for all SA Rugby Senior and Junior – Men and Women Provincial Competitions & Tournaments.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • Responsible for the delivery of all professional competitions and tournaments. • Administer professional competitions such as Currie Cup, First Division, SA Cup, Women Premier & Women’s First Division. • Administer junior competitions such as U21, U20, U19, U18 and U16 competitions and tournaments. • Assist the GM-Operations in support of URC and EPCR Competitions. • Responsible for the delivery of all SA Rugby Competitions and Tournament Finals’ management and Trophy Presentations. • To assist the Operations Department and SA Rugby Events Team (where necessary) on any SA Rugby hosted tours and events. 	
4. Experience & Expertise (Typical educational qualifications & experience)	
<p>a. Educational background</p> <ul style="list-style-type: none"> • Diploma in Sport Management or related fields (Desirable) <p>b. Experience (years and nature)</p> <ul style="list-style-type: none"> • Sports administration (5-8years) Essential • Sports management (5-8years) Essential • Rugby Event Operations (3-5 years) Desirable 	
5. Critical Competencies	
<ul style="list-style-type: none"> • Business acumen – Desirable • Analytical skills – Essential • Communication Skills – Essential • Asset Control and inventory skills – Essential • Attention to detail – Essential • Achievement/Results driven – Essential • Problem-solving skills – Essential • Planning and organising – Essential • Result Oriented – Essential 	

Location: Platteklouf - 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 . 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.