



JOB DESCRIPTION

1. Job Particulars:	
Job Title: Event Business Consultant	Department: Operations
Direct Reports: None	Travel Required: Yes
Reports to: GM: Operations	Contract Period: 3-year (Independent Contract)
2. Purpose of Job:	
To drive and maintain professional and financial sustainability within our competitions, tours and events by ensuring operational excellence within SARU.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • 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. • Develop and manage a central SA Rugby Budget for all competitions, tournaments and events across SARU departments. • Work closely with Commercial department for revenues and Finance department for payments across all competitions, tournaments and events. • Manage all competition, tournament and events expenditure in association with all departments to ensure financial sustainability. • Liaise with all SARU departments and the travel department for the logistics and travel of all SA Rugby competitions, tournaments and events. • Support SA Rugby's endeavours to financial sustainability by establishing cost effective systems for travel. • Coordinate, liaise and facilitate travel deals in conjunction with the Commercial and Travel departments. • Manage ticket service for all SA Rugby Events and responsible for management of SA Rugby's Ticket services solution. • Manage accreditation service for all SA Rugby Events and responsible for the management of SA Rugby's accreditation service solution and act as Accreditations manager. • Management of catering hospitality, public food and beverage; broadcaster operational requirements. 	

- Manage all service suppliers responsible for catering, public foods and beverages and broadcaster requirements.
- Support the GM: Operations in the management with the Legal department on all Tournament and Event Agreements.
- Ensure that all Agreements between SARU and suppliers and stakeholders are professionally managed.
- Ensure SA Rugby complies with local, regional and international regulations in respective of delivery of tournaments, events and competitions.

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

a. Educational background

- Bachelor's degree in administration/ Sport management/ Finance -Essential

b. Experience (years and nature)

- 3-5 years' experience in Sports administration - Essential
- 3-5 years' experience in financial administration and/ or management - Essential
- 3-5 years' experience in Sport event Management- 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: 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.