

Applications are invited from suitably qualified candidates for a position of **Amateur Rugby Manager** at the **Mpumalanga Rugby Union**.

The closing date for applications is **Friday, May 15, 2015**.

Please submit your applications to pieter@pumas.co.za . Your application should be accompanied by your detailed CV outlining the requirements mentioned below.



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| 1. Job Particulars: |
| Job Title: Amateur Rugby Manager |
| Reports to: Chief Executive Officer - MRU |
| Direct Reports: Senior Development Officer; Junior Development Officer; Referee Development Officer |
| Travel Required: Yes |
| 2. Purpose of Job: |
| To develop and implement strategies for the development of rugby for the Mpumalanga Rugby Union |
| 3. Key Results/ Accountabilities expected from job |
| <ul style="list-style-type: none"> • Ensuring that the Provincial Amateur Teams are in place and their management thereof; • Ensure that the needs of youth clubs are addressed in an efficient and effective manner • Ensure that existing competitions, programmes, events, and tournaments within the MRU rugby calendar are planned, co-ordinated and properly managed • Ensure that all supporting administration and correspondence for school and club rugby schedule is managed and up to date, including all supporting administration and correspondence • Promote and develop school and club rugby at a national level through key stakeholder relationships and partnerships • Ensure that the budget is managed effectively • Implement and co-ordinate development initiatives within budgeted yearly expenditure and account for allocation of funds (report) • Promote MRU development within its designated communities • Prioritise, co-ordinate and implement designated resources in the defined target areas |
| 4. Experience & Expertise (Typical educational qualifications & experience) |

a. Educational background

Grade 12

Diploma in Sport or Business Management

A 3 year Bachelor's Degree would be ideal

b. Experience (years and nature)

Minimum of 5-7 years' work experience in sports administration

Rugby administration would be advantageous

5. Critical Competencies

- Communication Skills
- Financial management
- Administration skills
- Interpersonal Skills
- Planning and Organising
- Achievement/Results driven
- Attention to detail
- Problem Solving Skills