

Border Academy Administrator

Applications are invited from suitably qualified candidates for the fixed term contract position of **Border Academy Administrator**.

The closing date for applications is **Friday, 29 April 2016**.

Please submit your application to the Human Resources Department (careers@sarugby.co.za). Your application should be accompanied by your CV.

Preference will be given to EE Candidates for this position.

Job description

1. Job Particulars:	
Job Title: Border Academy Administrator	Department: Rugby Department
Direct Reports: None	Travel Required: No
Reports to: Manager: Academies	Job Grade: Contractor position not graded
2. Purpose of Job:	
To work closely with the Border Academy Management team, to provide administrative support.	
3. Key Results/ Accountabilities expected from job	

- To manage the activities of the Border Academy;
- Arranging and coordinate accommodation, meals and local travel itineraries for the learners;
- Ensuring a database of learners' details is kept up to date;
- Produce and send to SARU and Border RFU quarterly player progress reports;
- Process financial transactions on Fraxion;
- Processing of claims and other payments;
- Screening telephone calls, enquiries and requests, and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority;
- Dealing with incoming email, faxes and post, often corresponding on behalf of head coach;
- Taking dictation and minutes at meetings;
- Producing documents, briefing papers, reports and presentations for the Academy Management;
- Organising and attending meetings and ensuring the Academy Management are well-prepared for meetings;
- Organising travel for academy staff and preparing complex travel itineraries;
- Liaising with clients, suppliers and other staff;
- Devising and maintaining office systems, including data management, filing, etc.;
- Arranging travel and accommodation and, occasionally, travelling with the Academy Management and/or coaches to meetings or to provide general assistance during presentations;
- Constantly working on introducing processes and procedures to increase efficiency;
- Submission of training data of the learners to the Human Resources Department.

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

a. Educational background

Post matric certificate – essential

Three year qualification would be desirable

b. Experience (years and nature)

Minimum of 5 years of office management/administrator - essential

Training and development administration - desirable

5. Critical Competencies

- Leadership skills
- Attention to detail
- Time management
- Efficiency
- Self-discipline
- Planning and organising
- Good communication skills
- Computer literacy
- Ability to work under minimum supervision
- Communication skills
- Networking skills
- Negotiation skills

Human Resources Department