



Suitably qualified candidates are invited to send in their applications for the position of **Coordinator Medical/BokSmart** in the Rugby Department.

The closing date for applications is **Monday, 04 July 2016**.

Please submit your applications to the Human Resources Department (careers@sarugby.co.za). Your application should be accompanied by your detailed CV with relevant requirements mentioned in the job description below.

Job Description

1. Job Particulars:	
Job Title: Coordinator Medical/BokSmart	Department: Rugby
Direct Reports: None	Travel Required: No
Reports to: Senior Manager: Medical and Senior Manager: Rugby Safety	Job Grade: C1
2. Purpose of Job:	
To provide administrative support to the Medical Team	
3. Key Results/ Accountabilities expected from job	



- Processing, capturing and hard copy filing of all signed off invoices/payments for record keeping
- Uploading all payments onto the relevant internal financial control
- Uploading all payments onto the Fraxion Manage all Capex requests
- Following up on billing and payments made by the BokSmart program or Medical department to contracted service providers and special consultants utilised
- Meeting to cross-check all financial records
- Follow-up on any discrepancies highlighted in discussion with management in comparison to financial MANCO packs
- Documenting and filing of all relevant and important correspondence
- Setting up and coordinating meetings as required
- General filing and overall office management
- Capture, file and maintain electronic and hard copy records of all Anti-doping cases
- Booking of venues and catering
- Coordinating flights, accommodation, travel arrangements etc. with travel department
- Provide all materials, agendas, branding, logistics
- Typing of proposals
- Typing of general correspondence and any requested documentation
- Recording and documenting of minutes
- Provide and circulate all approved actionable points from the meetings
- Provide the minutes/feedback after each meeting
- Sending and receiving faxes
- Answering telephonic and email enquiries/queries and assisting directly in addressing these appropriately
- Assist in maintaining and updating accurate records on the various databases used on the BokSmart program e.g. the Rugby medic club trainees, BokSmart accredited coaches/referees, number of regional workshops etc.
- Account Management
- Liaise with finance department, medical service provider and medical insurance company and manage national teams travel medical claims
- Manage the sponsorship accounts to ensure that the contractual agreement stipulations are being met
- Coordinate and manage any medical aid top-up issues as the need may arise in national team players

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

a. Educational background

Secretarial/Administration Certification

b. Experience (years and nature)

3 - 5 years work experience as an executive secretary or administrator

5. Critical Competencies



- Efficiency
- Self-motivated
- Planning and organising
- Communication
- Interpersonal Skills
- IT literacy