

Suitably qualified candidates are invited to apply for the position of **Coordinator** in the Border Academy in East London, reporting to the Academy Manager. The closing date for application is, **Wednesday, 21 January 2015**.

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

SARU is an equal opportunity employer.

JOB DESCRIPTION

1. Job Particulars:	
Job Title: Coordinator <i>Contract Assignment (1 February to 31 December 2015)</i>	Department: Rugby Department
Direct Reports: None	Travel Required: No
Reports to: Academy Manager	Job Grade: Contractor position not graded
2. Purpose of Job:	
To work closely with the Academy management team, to provide administrative support.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • Arranging accommodation for the learners; • Ensuring an updated database of learners 'details is kept up to date; • Process 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; • Organising and maintaining diaries and making appointments; • Dealing with incoming email, faxes and post, often corresponding on behalf of manager; • Taking dictation and minutes; • Carrying out background research and presenting findings; • Producing documents, briefing papers, reports and presentations; • Organising and attending meetings and ensuring the Academy Manager is well-prepared for meetings; • Organising travel 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 Manager to take notes or dictation at meetings or to provide general assistance during presentations; • Constantly working on introducing processes and procedures to increase efficiency. 	
4. Experience & Expertise (Typical educational qualifications & experience)	

a. **Educational background**
Post matric qualification

b. **Experience (years and nature)**
Minimum of 3 years work experience as a secretary or administrator, or similar

5. Critical Competencies

- Attention to detail – skillful level
- Time management -skillful
- Efficiency - skillful level
- Self-motivated –skillful level
- Planning and organising – skillful level
- Good communication skills – skillful level
- Computer literacy – skillful level