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## South African Hockey Association Administration Vacancy Application

South Africa Hockey Association is inviting applications for the position of Administrator which is based at South Africa Hockey Association Head Office, Illovo Sandton. This is an office-based vacancy.

Your Application and CV must be submitted via by 6 September 2024 to the following link: <https://forms.gle/mYN3E41t8Cb3qp128>. No response from us within 14 days from the cut-off date will imply that you were not successful.

### The purpose of the role is:

- The administrator will maintain a database of all SAHA's Technical resources.
- The administrator will be responsible for the general administration of the R, T and Education Portfolio providing reconciliation and reporting on all activities conducted /provided by and within this function
- The administrator will provide admin support for the safeguarding process at SA Hockey by managing the SA Hockey portal and being responsible for maintaining safeguarding records, case studies and minutes

### Key Responsibility Areas:

1. General administration of the TMS process
2. Umpiring and Technical Official portfolio administration for provincial resources and at Tournaments
3. Administration for Education portfolio regarding aching, technical officials and umpiring
4. General administration of the Safeguarding process within SA Hockey by
5. Reporting: Provide accurate and timely reporting for all sectors managed.
6. Act as an administration backup support for the office when required.
7. Research and maintain sports industry norms and standards, as well as best practices

### Functional Competency (skills)

1. Reporting, attention to detail and ability to sustain quality output
2. Analytical, Accurate, and quality orientation
3. Proactively problem solving
4. Computer literate (MS Word, MS Excel, MS Outlook, Typing and Sage accounting package experience would be preferred)
5. Customer service
6. Team player

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<http://sahockey.co.za>

Executive Board

### **Personal Characteristics**

1. Personal effectiveness, assertiveness
  2. Ability to work independently and at a fast pace
  3. Professional conduct including being self-disciplined and a self-starter.
  4. Ability to work overtime and weekends
  5. Self-motivated and driven
- Displays exemplary personal integrity, and maintains absolute respect for confidentiality

### **Experience and qualification**

1. Report Writing and Business Communication Skills
2. Strong Admin and Organisational experience
3. Proficiency in MS Office
4. Appropriate tertiary qualification in office administration is preferred

***Closing Date: 6 September 2024***