

Department of Student Affairs: Sports and Recreation
Assistant Director - *Level P6 (Ref: B115)*

The incumbent will assist the Head in; overall management of programmes and intramural and sports activities for students, lecturers and staff; establish and maintain sports committees; provide guidance and ensure sports governance and; equip students with knowledge and ability to manage sports.

He/she must engage in outreach activities within the nearby community, assist with daily operations and maintenance of equipment, as well as arranging transportation, lodging and meals for sporting events. Also required, is the compilation of statistical/other data for the Head's monthly report.

Requirements: An appropriate honours degree in any relevant field of studies is a prerequisite, coupled with six years' experience in a tertiary environment. Exceptional interpersonal skills, and good written/verbal communication skills. A knowledge and understanding of the Higher Education System in RSA. Technical proficiency, advanced knowledge and ability to use office IT (internet, email, presentation and software). A good grasp of relevant legislations, as well as supervisory, financial and project management skills.