



## **MANAGER: SPORT AND RECREATION** (Payclass 12) **STUDENT DEVELOPMENT CLUSTER** **DEPARTMENT OF STUDENT AFFAIRS**

The Department of Student Affairs (DSA) at UCT is seeking to appoint an innovative, energetic, and committed individual for the above full-time, permanent position to start as soon as possible. We are particularly keen to appoint a person who has demonstrated experience in leading and managing teams and processes in a complex environment. The position is located within the Student Development cluster - one of four clusters in DSA. The Manager, Sport and Recreation reports to the Director, Student Development.

The main purpose of this position is to lead and manage the Sports and Recreation unit to ensure that it provides high quality sports and recreation offerings, programmes and facilities for students in a holistic manner, aligned to the university and DSA strategic objectives. Interventions implemented by the incumbent should align with the requirements for student participation in local, provincial, and national leagues and federations.

The incumbent is expected to actively advance the UCT, DSA and Student Development strategic objectives and to actively promote the DSA's values of integrity, respect, responsiveness, and good governance.

### **Requirements for the job:**

- A relevant NQF 8 qualification.
- At least 8 years relevant work experience in the sports sector, of which 5 years should be at a management level.
- Demonstrated management skills, including strategic management, people management, financial management.
- Relationship-building skills to enable collaboration and partnerships.
- Experience of managing complex projects and events.
- Excellent presentation and written communication skills.
- Demonstrated administrative skills, including experience of designing and stream-lining administration to improve workflows, processes and service provision.
- Honesty and integrity in dealing with finances.

### **The following are highly recommended:**

- Managing a sports department or sub-unit in the Higher Education sector.
- Ability to facilitate change management processes in a complex environment.

### **Responsibilities include:**

- Developing strategic direction for sports in collaboration with multiple stakeholders that is aligned to UCT Sports Council priorities, and the UCT and DSA strategic plans.
- Develop and implement relevant policies, procedures and processes as required from time to time.
- Developing and implementing student sports and recreation strategies and interventions.
- Develop and strengthen relationships and engagement with student leadership and students in sport.
- Managing the budget responsibly.
- Developing an approach and partnerships for revenue – generation to support operations.
- Creating an enabling and supportive environment for staff development.
- Ensure compliance to HR and labour legislation in managing staff.
- Managing sports facilities on campus and off-campus and developing external partnerships for access to sports facilities.
- Promoting the transformational value of student sports and recreation.
- Ensure high quality coaching provision to enhance student performance in sport.
- Ensure that the Sports Council is serviced at a high level consistent with committee standards.
- Serve as an assessor member on Sports Council and provide regular reports.
- Serve on relevant institutional structures.
- Develop constructive relationships with internal and external offices, structures and service providers.
- Represent the university on provincial, national and relevant sport bodies.
- Promoting good governance practices within Sports and Recreation and in all interactions with relevant structures

- Establishing partnerships with internal and external structures to advance service delivery objectives, and to provide guidance, support and leadership to relevant structures within Sport and Recreation.
- Ensuring compliance with legislation, codes, policies and procedures.
- Identify regional, national and international trends to inform improvements to the services provided by the Division.

The annual cost of employment, including benefits, is between R 961, 360 and R 1, 31011

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at [recruitment07@uct.ac.za](mailto:recruitment07@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo assessments.

**Telephone:** 021 650 3831

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E230153

**Closing date:** 20 March 2023

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.*

UCT reserves the right not to appoint.