

SAOF EXPANSION PLAN PROJECT MANAGER.

Appointed by: SAOF Management Committee
Type: Contract
Period: 3 Months renewable for 1 year.
Reporting: Regular to the VP Development, SAOF
Stipend: R12500-00/month

Please forward applications by email to Val Brentano at administration@orienteering.co.za.

OFFER

The SAOF requires the services of a project manager to implement its Expansion Plan, which is designed to start regular orienteering in new cities and provinces in South Africa.

The final appointee will report to the Vice President Development of the SAOF, who is the custodian of the Expansion Plan. The incumbent will submit invoices for appropriate expenses and will be responsible for paying taxes.

This is a contract position and no fulltime employment relationship is being created between the SAOF and the eventual appointee.

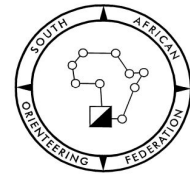
JOB DESCRIPTION

Project Manage the SAOF Expansion Plan (copy available on request).

This will involve a number of functions including, but not limited to:

- The identification of suitable contacts in cities outside of Gauteng and the Western Cape for rolling out of the plan.
- Coordination of all elements involved in presenting the Level 1 Teachers Training Course in Orienteering at the identified locations.
- Coordination of the mapping requirements for the abovementioned courses.
- Identification of schools in the identified cities at which orienteering can be introduced with the ultimate aim of catalysing a self-sustaining inter-schools relay competition.

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The incumbent will be required to perform other functions as necessary to achieve the stated goals of the SAOF Expansion Plan.

The incumbent will be expected to manage the budget of the Expansion Plan project.

The position will involve the preparation of attendance and participation statistics suitable for submission to SRSA (Sport and Recreation South Africa) relating to all events held under the Expansion Plan.

The incumbent will be expected to work closely with the VP Development, SAOF. This will include the preparation of progress reports for quarterly reviews.

The incumbent will be required to review and revise the implementation elements of the Expansion Plan together with the VP Development, SAOF on an on-going basis based on experience.

REQUIREMENTS

Matric.

English (first language).

Project Management experience.

Knowledge of Orienteering essential.

Experience in sports coaching and administration.

Proven ability to successfully implement projects.

Own transport.

Access to email crucial.

PERSONALITY

An energetic person with good interpersonal skills.

A dedicated person with good organisational skills.

Must have a strong ability to complete projects.

Must work well in a team and be able to take instruction.

Must love sport, and orienteering in particular.

Must be comfortable taking on new challenges.

NOTE: All legitimate expenses (travel and accommodation) will be reimbursed upon request and approval by the SAOF management committee.