



## SAOF

Position: Administration Services.

R4000-00/month

### OFFER

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The SAOF requires the provision of a full administration office service to the SAOF on a part-time basis. The successful service provider will need to provide their own computer, telephone, fax, internet access, printer, record keeping system and work from their own premises. The service provider will submit invoices and will be responsible for paying taxes, as per prevailing SARS regulations.

This is not an employment position and no employment relationship is being created between the SAOF and the appointed service provider.

### JOB DESCRIPTION

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Administer all the Federation's meetings:

- Prepare Notices of meetings.
- Prepare Agendas for the SAOF management committee and General Meetings.
- Prepare and keep records of Minutes of Meetings.
- Prepare and circulate AGM minutes.
- Must attend all SAOF management committee meetings.

Run the Management Committee's calendar

- Ensure that management committee members have sufficient advance warning of all important meetings, events and deadlines that require action from the management committee.

Assist in the preparation of and reporting on various grant Applications (SRSA, NLDTF, etc.)

- Ensure all required documentation for applications is in order.
- Ensure progress reports are submitted timeously.

#### Record Keeping

- Collect and record participation statistics.
- Maintain quarterly records of membership numbers.
- Maintain up-to-date copies of the federation's template documents.
- Keep records of all the Federation's appointment applications and decision documentation.

#### Process Documentation

- Assist in the drafting and maintaining of the Federation's operations manual.
- Ensure that the Federation's processes and procedures are adhered to.

#### Administer the Federation's financial transaction system, including:

- Ensure accurate record keeping of all financial transactions
- Liaise with the treasurer and ensure that the treasurer has all relevant documentation.
- Ensure that clubs pay levies for members and events on time.

#### High Performance

- Handle entries for all international events.
- Ensure that Colours applications are completed and submitted in time.
- Prepare request for proposals for sanctioned events.

#### Communication

- Ensure communication with Clubs.
- Update SAOF website when requested by the management committee.

#### General

- Provide general administrative services to assist the Federation in the implementation of its strategic plans, e.g. Expansion Plan.

## REQUIREMENTS

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Matric.

Must be fluent in English (oral & written).

Administrative experience useful.

Knowledge of and enthusiasm for Orienteering is essential.

Own office space

Own transport.

Internet access (email address will be provided)

Own Telephone, Computer, Printer

Own office software suite (word processor, spreadsheet, etc.)

Familiarity with QuickBooks accounting software will be an advantage

## PERSONALITY

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A dedicated individual with good organisational skills. Need to be able to spend about 12 hours a week on the job.

Ability to bring a professional look and feel to SAOF communications, minutes and proposals.

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

Must love Orienteering.

NOTE: The Management Committee will reimburse all legitimate expenses upon request and approval.