



043-773-NPO

UNIVERSITY SPORT SOUTH AFRICA

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JOB ADVERT FOR CHIEF EXECUTIVE OFFICER

Job title: Chief Executive Officer (5 Year Fixed Term)

Closing date: 26 November 2021

Purpose of Role:

To provide an efficient strategic, operational, and administrative service and system for USSA, on a national level, in consultation with the National Executive Committee and members in accordance with the Constitution, Regulations and policies of the Organisation.

Job Requirements

- Relevant Postgraduate qualification.
- Driver's license.
- Minimum 10 years or more experience within the sports industry.
- Knowledge of the markets and industry of the Organisation.
- Proven experience in an executive and / or in other managerial position.
- Familiarity with diverse business functions such as marketing, PR, finance, etc.
- In-depth knowledge and proven experience of corporate governance and general management best practices.
- Outstanding organizational and leadership skills.
- Analytical abilities and problem-solving skills.
- Excellent communication and public speaking skills.

Key performance Areas:

1. Strategic and Operational management

- Compile, coordinate and execute strategic and business plans for USSA, as requested and in consultation with and support of the NEC.
- Provide support in the strategic positioning of USSA in the national and international environment. Enhance and market the activities of USSA locally and internationally.
- Do continuous short- and medium-term planning to ensure the effective functioning of the Secretariat of USSA.

2. Liaison and USSA representation

- Work with the USSA President and NEC to build and maintain effective relationships with all key strategic partners – including FISU, FASU, CUCSA, the National Department of Sport, Arts and Culture, SASCO, USC, USAf, sponsors, USSA members and student athletes.
- Liaise with service providers, suppliers and foreign embassies.
- Network and represent USSA at relevant national and international meetings, conferences, seminars, workshops and functions approved by the NEC.

3. Financial Management

- Work with the relevant NEC member to prepare annual budgets for consideration by the NEC. This includes providing regular analyses of actual financial results to the approved budget.
- Control costs by applying effective control measures.
- Ensuring proper financial management and regular financial reporting.
- Oversee the organisation's annual budget and audit process.
- Create a sustainable third stream income.

4. Marketing and Communication Management

- Ensure the marketing of USSA and USSA programmes locally and internationally.
- Oversee and coordinate USSA event management.
- Provide leadership in the management of publicity and public relations, and create an awareness to USSA activities.

Remuneration: Market related

Candidates may have to undergo a Psychometric test

Only shortlisted candidates will be contacted

Enquiries: Nomsa Mahlangu nmahlangu@uj.ac.za, 082 302 6507

Submit the following to admin@ussa.org.za before the closing date:

- Certified copy of ID
- Curriculum Vitae with references
- Proof of qualifications