

Operations and Administration Assistant

Reference: 04/HRM/2025

Salary Level: Level 04 (R193 359) pa

Permanent

REQUIREMENTS: Minimum qualification: NQF level 6 with a 2-years working experience in Sports Management Environment.

KEY RESPONSIBILITIES: The purpose of this post is to collect, verify and capture information to an electronic system, assisting with administrative, logistical, and operational duties.

The successful candidate will be responsible for the following key performance areas:

- **Manage and update licensee's records.**
- **Verification of licensing of licensees**
- **Collection of data and manage the database.**
- **Provide assistance in preparing tournament payment schedule.**
- **Provide the secretariat support to Medical Advisory Committee.**
- **General Office Administration.**

COMPETENCIES: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of the Constitution of the Republic of South Africa; SA Boxing Act, Public Finance Management Act and other regulatory framework regulating the space of boxing.

Please Note: All candidates must be South African citizens or permanent residents. The position is based in Pretoria (Hatfield). Short-listed candidates will be vetted, and appointments will be subject to positive vetting results. All applicants are compelled to declare any criminal, disciplinary cases (pending and finalized) and or negative credit records in their applications.

Boxing South Africa is an equal opportunity and affirmative action employer. It is our intention to promote representatively in the Entity through filling of posts and we reserve the right not to fill a position.



BOXING SOUTH AFRICA

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Applications must be accompanied by a covering letter, a comprehensive CV indicating three reference persons with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the applicant, certified copies of qualifications, ID copy and driver's license not certified more than six months and failure to submit all the required documents will lead to application not being considered. **No late or faxed** applications will be considered. Short listed candidates must avail themselves for an interview on a date, time, and venue to be determined by Boxing South Africa. Due to large volume of applications envisage, correspondence will only be entered into with short listed candidates. If you have not been contacted within 3 months after closing date of this advertisement, please consider your application unsuccessful.

Submit your applications for the attention of the Human Resource Manager to the following addresses:

1. By post: P. O. Box 1347 Southdale 2135	2. By courier/hand delivery: Hatfield Forum East Building 1077 Arcadia Street Hatfield Pretoria
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For enquiries, please contact Ms. Khanyisa Dambuza (012) 765-9600 between 9:00 and 15:00 weekdays.

Closing Date: 11 September 2025 at 15:00