



GAUTENG GOLF UNION

VACANCY

JOB TITLE:	GOLF ADMINISTRATOR
REPORTS TO:	General Manager
POSITION:	Part Time Employment (Permanent Position)
AVAILABILITY:	1 January 2025

GNGU is seeking a professional and task-oriented candidate for the above position in Tshwane Gauteng, to administer and attend to all aspects GNGU tournaments, leagues, fixtures, events, teams, club liaison and other related general duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with planning, co-ordinating and operational aspects of GNGU Golf tournaments as per the GNGU Tournament guidelines manual including National tournaments when hosted by GNGU.
- Serve as tournament administrator and ensure the tournaments are conducted in accordance with GNGU conditions (terms of tournament) and the R&A Rules of Golf.
- Assist with planning, co-ordinating and operational aspects of the various GNGU Golf leagues.
- Plan and manage the organisation of the tournament and league diaries.
- Attend meetings related to tournaments or leagues and other related administrative duties.
- Manage and maintain the respective GNGU teams' "Order of Merit".
- Assist, when required, with 'Development Golf'.
- Maintain and enhance effective relationships, liaise with, when required, all nationally recognised golf-related bodies, the GNGU Executive Committee, golf clubs, affiliates, sponsors, and partners/stakeholders.
- Maintain impeccable standards of corporate governance, ensuring policies and procedures are in place, practiced, and to always demonstrate strong leadership.
- Provide administrative support to the General Manager and the Assistant Manager: GNGU Golf Operations.
- Other related duties, as may be assigned from time to time.

CANDIDATE QUALIFICATIONS, PROFICIENCIES, ATTRIBUTES & CHARACTERISTICS

MINIMUM QUALIFICATIONS

- ♣ Matric.
- ♣ A qualification in golf, sports management, sports science, PGA qualification will be a distinct advantage.

WORKING KNOWLEDGE:

- Knowledge of the golfing industry and golf operations.
- A proven track record of scheduling, coordination and organizing .
- Understanding of golf scoring systems and the principles of all formats of the game.
- Team and tournament administration and coordination.
- General administration, systematic organising, problem solving, negotiating and competent decision making.



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COMPETENCIES:

- Ability to work to deadlines, under pressure with resilience.
- Intermediate IT level efficiency with MS Office (experience/knowledge of “Albatros” and Golf Genius Software will be an advantage).
- Knowledge of the Rules of Golf (R&A level 1 preferred).
- Excellent verbal and written skills (English).
- Service orientation with excellent customer / interpersonal skills.
- Aptitude for teamwork and collaboration to achieve goals.
- Ability to display integrity, mutual respect and humility.
- Pro-active, results oriented, energetic and attentive to detail.
- Self-motivated, driven and a self-starter with initiative.

PHYSICAL DEMANDS:

In order to perform the duties of this job, the employee must be:

- ❖ Able bodied - sitting/standing for extended periods, and walking longer distances (on golf courses) will be required.
- ❖ Being able to lift heavy/bulky objects is a requirement (occasionally be required to lift up to 7 – 9 kg).
- ❖ Work is often performed outdoors so exposure to the elements will be an inherent part of the job.

SAFE GUARDING LEGISLATION:

Compliance with safe guarding legislation is compulsory and the applicant will be required to be a Safe Guarding Officer for which police clearance, biometric registration, training and evaluation will be required. Failure to meet this requirement will render an application null and void. The costs associated with the vetting and training processes will be paid by GNGU.

TRANSPORTATION:

The applicant must have their own reliable transportation, a valid driver’s license (minimum Code B). Proof of insurance is required.

WORK REQUIREMENTS:

- Working hours will be flexi time based on a monthly roster, with working hours of up to 120 hours a month.
- Working on weekends will be required from time to time (e.g., leagues, tournaments, events and functions)

COMPENSATION AND BENEFITS

The position is a part time, permanent employment post. Compensation and benefits will be commensurate with the qualifications and experience of the successful candidate on a TCOE basis.

Interested applicants to please send their application (with CV) to Taryn Davel, manager@gngu.co.za