



JOB TITLE: WPA Officer Manager

Western Province Athletics, a sport controlling board, seeks to employ an Office Manager who has a real passion for the sport of athletics and will lead WPA to the highest levels of the sport.

Overall Job Purpose:

- This position is responsible for ensuring the efficient and effective management of all WPA's functions and activities.
- This position is required to afford his/her managerial knowledge and experience to WPA, particularly in the areas of organizational development, strategic management and planning.
- This position builds capacities at all levels within WPA, including but not limited to guiding the staff as part of succession planning.
- The incumbent is primarily responsible for the leading, management, co-ordination and implementation of WPA's Mission, Vision, Aims and Objectives, which will be achieved through delivering on its Strategic Plan.

This position supervises and directs:

- **All WPA staff**

This position reports to and receives direct guidance from:

- **WPA Board**

This position receives indirect guidance from:

- **WPA Commissions**
- **WPA Committees**
- **WPA Adhoc Committees and Task teams**

Essential Requirements:

- Qualification in office management, or similar, preferably at graduate level.
- Proven experience as an office manager
- Background affiliated to the sport of athletics.
- Excellent time management skills and ability to multi-task while still maintaining attention to detail and prioritise work.
- Excellent communication skills, both verbal and written
- Self-motivated with a strong desire to excel
- Ability to delegate and lead others effectively; manage conflict when necessary
- Computer literate. Fully conversant with the current uses of information technology in the workplace and uses IT as a management tool. Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- A creative mind with an ability to suggest improvements, work well with others (friendly demeanour) and take initiative.

Principal Job Responsibilities include, but are not limited to:

- Plan for the strategic development of WPA on the basis of its set Strategic Plan; develop and maintain a comprehensive set of operational procedures and guidelines as part of a quality assurance system for the organization
 - keeping alive the vision, mission and values of WPA
 - assuring a properly defined set of Objectives and strategies as basis for operational planning
 - defining a comprehensive set of targets for the different divisions of WPA
 - organizational development in line with strategy
 - developing/ improving policies/guidelines/directives as part of development action planning
- Oversee and monitor ALL project activities ensuring that they are implemented
- Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Ensures close collaboration and coordination with cooperating Commissions, Committees and Stakeholders to guarantee smooth implementation of projects and achievement of results.

- Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.
- Daily management and support for office staff to ensure the required administrative tasks are completed timeously and accurately:
- Inspiring and motivating staff and monitor project activities and project expenditure ensuring that they are implemented
 - having regular formal and more informal work progress meetings with staff
 - agreeing on personal objectives and training for staff
 - regular progress meetings on personal objectives and individual performance
- Develop annual operational, strategic and financial plans for Board and Council approval
- Oversee the financial needs and processes of WPA
 - Understand the financial and accounting processes
 - Recognize and understand the financial state of WPA
 - Manage WP Athletics budget and manage it on a monthly basis
 - Ensure all financial tasks are completed in an efficient and timely manner
 - Protect the assets of WPA against fraud and financial abuse
- Serve as WPA's representative when attending meetings and liaising with various organisations and individuals
- Support the WPA Board
 - Draft monthly organizational reports for the WPA Board and stakeholders
 - Harness a good relationship by supporting their operations and administration
 - Discussing proposals/plans/results with relevant board committees and reporting about progress
 - Consulting chairpersons of Board/ Board Committee (other members) on relevant issues
 - Allow the Board to govern effectively
- Champion HR initiatives within the business
 - Advocating and embracing change
- Ensure the timely and accurate resolution of escalated issues

Management & Leadership:

- Participate in the development, man power planning and recruitment process within WPA
- Co-ordinate and ensure the successful orientation of new employees
- Day to day supervision of the team to ensure objectives are met including;
 - Allocation of resources
 - Performance levels
 - Disciplinary matters
 - Remedial management
 - Employee welfare
 - Administration (including contracts, leave roster and forms, and employee records)
- Career Management including;
 - Formal performance reviews
 - Personal training and development plans
 - Career planning
- Lead WP Athletics office and staff by example

Salary: Market related and will commensurate with experience

Please e-mail your CV to jobs@wpathletics.co.za Contact 021 4183232 – Jesse Fillies for more information.

Closing Date for Applications: 15th February 2019