

JOB OFFER : GENERAL MANAGER



Rugby Africa is the administrative body for rugby Unions in Africa.

It was formed in 1986 under the name CAR to promote, develop, organise and administer the game of rugby in Africa. It was rebranded as RUGBY AFRICA in 2014. Rugby Africa is one of six regional governing bodies across the globe and is represented in the World Rugby Council, the international governing body for the sport. Rugby Africa has 39 Member Unions.

Throughout the season Rugby Africa runs various continental competitions for men and women, senior and age-grade categories, 7 and 15-a-side formats. The flagship competitions are the Rugby Africa Cup (RWC Qualifiers), the Rugby Africa Women's Cup (RWC and WXV Qualifiers), the Africa Men & Women's 7s (7s RWC and Olympic Games Qualifiers), the U20 Barthés Trophy (Junior World Trophy Qualifier)

Rugby Africa also delivers a range of training courses following World Rugby's curriculum to its Members Unions to build capacity and capability in the Region.

Rugby Africa is hiring a General Manager

Reference : Rugby Africa

Localisation : Africa, preferably Tunis, Tunisia or Cape Town, South Africa

Time commitment : full time

Start date : Between 1 April and 1 July 2022 latest

Resume, Cover Letter and Salary Expectations to be sent to coralie.vandenberg@rugbyafrique.com

Deadline to apply : 28 February 2022

1. Job Particulars :

Job Title: General Manager

Travel Required : Yes

Direct Reports : All Rugby Africa Staff and outsourced service providers

Reports to : Rugby Africa President, Vice President

2-Purpose of Job :

To lead Rugby Africa's day-to-day operations in accordance with the strategic plan and approved budgets

3-Key Results/ Accountabilities expected from job :

- Develop, in collaboration with the RA staff and World Rugby Regional Partnership Manager, an annual operating plan that supports Rugby Africa's long-term operations strategy;

- Oversee the effective and efficient running and management of all Rugby Africa's departments; including but not limited to:
 - Competitions
 - Training and Education
 - Development
 - Women's Rugby
 - Match Officials
 - Governance meetings
 - Administration and secretariat
 - Finance and accounting
 - Commercial, sponsorships, broadcast
 - Marketing and communication
- Keep the Rugby Africa's President, Vice-President and EXCO and relevant Committees fully informed of the conduct of the day-to-day operations of Rugby Africa towards the achievement of its established goals and of all material deviations from established goals or objectives and policies.
- Ensure that staff performance is managed and that Performance Objective Assessments of all employees in areas of responsibility are done timeously and within agreed timeframes.
- Ensure that the flow of communication on operational matters, resolution of issues, project development and management thereof is achieved; this includes ensuring timely Committees Meetings under the responsibility of various EXCO and Staff member
- Prepare EXCO meetings in collaboration with WR RPM and Brief the President and Vice-President of Rugby Africa on Rugby Africa's operational matters for review in advance of the Executive Committee meetings.
- Maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels.
- Co-responsibility with the relevant staff for the commercial viability of Rugby Africa
- Service and retain business relationship between existing sponsors, Rugby Africa members, World Rugby and agreed stakeholders.
- Is proactive in suggesting improved ways of working, new projects and orientations to reach Rugby Africa's Strategic Objectives

4-Experience & Expertise (Typical educational qualifications & experience):

Educational background :

- A post graduate qualification in business administration (Essential)

Experience :

- 5 - 10 years' experience in business administration (Essential)
- At least 5 years' experience in a senior management position (Essential)
- At least 5 years' experience in a sports or similar environment in a senior management position (Desirable)

5-Critical Competencies :

- Conceptual thinking – the ability to understand the relationships between different information and seeing the broader context. Uses existing theories and concepts to understand practical situations. Creates new concepts to explain complex information.
- Judgement and decision making – the ability to exercises good judgement in making decisions considering all the available sources of information and alternatives. Expresses clear and rational reasons for taking a decision.

- Analysis and problem solving – the ability to break down and analyse information effectively. Identifies the causes of problems and proposes realistic and practical solutions to address them.
- Information seeking - Seeks out and gathers information necessary to achieve objectives, using a variety of approaches and a range of sources.
- Developing Relationships - Easily establishes and develops effective and positive professional relationships with others.
- Leadership - Provides clear instructions and direction to others. Adapts leadership style according to the individual or situation.
- Planning and Organising - Plans work to meet defined objectives. Schedules in advance the steps and resources required in a task or project. Builds in contingencies. Organises information and resources effectively. Prioritises tasks according to their urgency and/or importance.
- Emotional Resilience - Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition. Remains focused, composed, and optimistic in difficult situations and bounces back from failures or disappointments

6-Desirable skills :

- Fluent in English and in French
- Good knowledge and command of Microsoft 365 platform, software, and apps
- Rugby knowledge preferred but not essential