



# SOUTH AFRICAN NATIONAL BOXING ORGANISATION

*"Open Boxing"*

No 50 Makaula Avenue  
Mbuqe Park  
Mthatha  
5099  
Cell: 082 211 0667  
Email: [sirmlo@webmail.co.za](mailto:sirmlo@webmail.co.za)

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## OFFICE ADMINISTRATOR POSITION

**South African National Boxing Organisation (SANABO)** is the organisation that governs the sport of Open Boxing (amateur boxing) for men and women in South Africa. SANABO is affiliated to the International Boxing Association (AIBA), along with the African Boxing Confederation (AFBC). SANABO is also affiliated to the South African Sports Confederation and Olympic Committee (SASCOC), and Department of Sport, Arts and Culture (DSAC). It organises national competitions such as the SANABO Elite National Championships, tournaments and trials.

SANABO oversees all the nine South African provincial affiliates. Under the provincial affiliates are the districts and then the municipal boxing clubs in the governance structure. SANABO aims to be one of the top leading Open Boxing nations in Africa and to be ranked among the top leading boxing countries affiliated to the world governing body. It is entrusted with a duty to foster and safeguard the interest of Open boxing in the Country and also to raise funds in order to further the aims and objectives of the organization.

SANABO is seeking to hire an Office Administrator who will be responsible for building and maintaining a positive image for the federation. This incumbent will be in charge of establishing and maintaining relationships with the Executive Committee, affiliates and public interest groups.

### **Duties and Responsibilities**

- Communicate the decisions of all structures of the SANABO on behalf of the EXCO;
- Keep minutes of meetings such as AGM, General Council, EXCO, as well as all other records of the SANABO;
- Circulate the correspondences of the EXCO and COUNCIL and also send out notices of all AGM, General Council and other meetings happening at the national level;
- Convey the decisions and instructions of the AGM, the General Council and the EXCO to the Provincial Executive Committees and see to it that all units of SANABO carry out their duties properly;
- Prepare annual reports on the work of the EXCO and the Council and such other documents which may, from time to time, be required by the EXCO and the Council;
- Present to the AGM and General Council a comprehensive statement of the state of the organization and the administrative situation of the SANABO.
- Respond to phone calls and emails in order to keep the business' operations running smoothly.
- Coordinate activities throughout the federation to ensure efficiency and maintain compliance with organizational constitution.
- Support bookkeeping and budgeting procedures for the federation.



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- Create and update databases and records for financial information, personnel and other relevant data.
  - Submit reports and prepare proposals and presentations as required.

### **Skills**

- Good written and verbal communication skills.
- Ability to think both creatively and strategically.
- Deadline-oriented, inquisitive, with great follow-up and reporting skills.
- Understanding of social media.
- Outstanding organisational & presentation skills and attention to detail.
- The ability to work to a high level under extreme pressure.
- The capacity to work alone and/or as part of a team.

### **Requirements:**

- Bachelor degree or Diploma in Office Administration/Management or related field.
- Computer Certificate
- Two Years' Experience
- Driver's License

### **Term of employment:**

The position is on a 3-year contract basis effective from the date of appointment and the incumbent will be based in Hatfield, Pretoria.

Remuneration: **R173 703 Per Annum**

**Enquiries: Please direct your enquiries to Mr Liwa Mlokoti on [sirmlo@webmail.co.za](mailto:sirmlo@webmail.co.za).**

Applications containing CV, Certificates, Certified ID Copy and Certified Driver's License must be emailed to [khanyisa@boxingsa.co.za](mailto:khanyisa@boxingsa.co.za) no later than 16h00; **4 December 2020.**

Should you not be contacted for interviews within three weeks after the closing date, please consider your application unsuccessful.