



## BOXING SOUTH AFRICA

HATFIELD FORUM EAST, 1077 ARCADIA STREET, HATFIELD, 0001,  
PRETORIA

TEL: +27 (12) 765 9600

E-MAIL: MAIL@BOXINGSA.CO.ZA | WEBSITE: WWW.BOXINGSA.CO.ZA

14 October 2021

Boxing South Africa (Boxing SA) has a position of **DIRECTOR OF OPERATIONS** open as follows:

Reference: 02/HRM/2021

Salary Level: 13

Salary Package: R 1 057 326 per annum (to be structured in terms of the Senior Management Services Handbook for the Public Service)

Start Date: Immediately or 1 December 2021

### REQUIREMENTS:

- Bachelor's degree or equivalent in Business Administration/Operations Management or Sport Management with a minimum of five (5) years management experience at supervisory level managing and implementing complex enterprise's operations, and strategies.
- Post graduate degree an added advantage.
- Knowledge of the Boxing Act, Boxing Regulations, and relevant complementary regulatory framework.
- Proficient operational and financial acumen.
- Strong ethical leadership abilities and people skills.
- Excellent written and verbal communication skills.
- Outstanding organizational skills.
- A valid driver's license.
- Being multi-lingual will be an added advantage

### KEY RESPONSIBILITIES:

As Director of Operations, you will:



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- Report directly to the Chief Executive Officer and be responsible for, among other things, development of policies, rules, and procedures in the various operational areas to support the implementation of Boxing SA's mandates.
- Oversee the process and cycle of tournament sanctioning and delivery.
- Oversee the administration and management of annual licensing.
- Coordinate the annual boxing graduation events.
- Coordinate the training of licensees.
- Give support to Board subcommittees related to boxing activities such as Ratings, Sanctioning, Medical Advisory, and Disciplinary and Arbitration Committee.
- Supervise and quality assure outputs related to operational Board subcommittees.
- Implement and drive the organisation's strategic goals and outputs as outlined in the Boxing SA Strategic Plan, Annual Performance Plan, and Operational Plan.
- Compile information statistics on Boxing SA activities and coordinate the compilation and publication of the Annual Performance Plan and Annual Report.

**PERSONAL SKILLS:** Good writing and communication skills (verbal, presentation and report writing skills). Planning and organizing skills. Problem solving skills. Good interpersonal skills. Computer skills (MS Office, Excel, PowerPoint). Ability to communicate effectively with people at different levels. Ability to work under pressure, extended hours and travelling. Ability to interpret resolutions and implementation thereof. Good leadership, analytical, negotiation, organizational and general management skills. Ability to work in a multi-cultural environment.

**Please Note:** All candidates must be South African citizens or permanent residents. The position is based in Pretoria. 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/or finalized) or negative credit records in their applications.

Boxing SA 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.

Applications must be accompanied with the following:

- A covering letter,



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- A comprehensive CV indicating three reference persons with their full names, contact numbers, as well as an indication of the capacity in which the reference is known to the applicant, and
- certified copies of qualifications, ID copy and driver's license not certified more than three months.

Failure to submit all the required documents will lead to application not being considered. Late, faxed, or e-mailed applications will not be considered. Shortlisted candidates must avail themselves for an interview on a date, time, and venue to be determined by Boxing SA. Due to large volume of applications envisage, correspondence will only be entered into with short listed candidates. If you have not been contacted within three (3) months after closing date of this advertisement, please consider your application unsuccessful.

Please forward your application, quoting the relevant reference number to

Human Resources  
Boxing South Africa  
P.O. Box 1347  
Southdale  
2135.

For hand deliveries and courier:

Human Resources  
Boxing South Africa  
2<sup>nd</sup> Floor, Hatfield East Forum Building  
1077 Arcadia Street  
Hatfield

Each application must be accompanied by the relevant documentation as indicated above. For any further information on the post please contact Ms. Khanyisa Dambuza on (012) 765-9600 between 09:00 – 15:00.

**Closing date: 22 October 2021**