



# Western Province Golf

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26 May 2023

<b>JOB TITLE</b>	<b>Golf Administrator: Tournaments &amp; Leagues</b>
<b>ORGANISATION(S)</b>	<b>Western Province Golf (WP Golf)</b>
<b>REPORTS TO</b>	<b>General Manager: Golf Operations</b>
<b>POSITION</b>	<b>Full Time Employment (Permanent Position)</b>
<b>AVAILABILITY</b>	<b>1 September 2023</b>

<b>SUMMARY</b>	WP Golf is seeking a professional and task-oriented candidate for the above position in Cape Town, Western Cape.
<b>ROLE</b>	To administer and attend to all aspects WP Golf tournaments, leagues, fixtures, events, teams, club liaison and other related general duties.
<b>MINIMUM QUALIFICATIONS</b>	Matric A qualification in golf, sports management, sports science, PGA qualification will be a distinct advantage. 3 - 5 years of related experience in the golf industry

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to the General Manager: Golf Operations and the General Manager: Finance and Administration
- Assist with planning, co-ordinating and operational aspects (including financial) of WP Golf tournaments as per the WPG Tournament guidelines manual including National tournaments when hosted by WP Golf
- Conduct site visits, prepare tournament information sheets, set up golf courses by marking them accurately and following proficient standards. In addition, serve as tournament administrator and ensure the tournaments are conducted in accordance with WP Golf conditions (terms of tournament) and the R&A rules of golf
- Assist with planning, co-ordinating and operational aspects (including financial) of the various WP Golf leagues
- Attend meetings related to tournaments or leagues and other related administrative duties

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- Maintain and enhance effective relationships, liaise with, when required, all nationally recognised golf-related bodies, the WP Golf executive, golf clubs, affiliates, sponsors, and partners/stakeholders
- Provide periodic reports as required
- Maintain accurate records of WP Golf trophies and winner's names
- Generate, publish, and share fitting media articles on all WPG social media platforms regularly
- Assist, when required, with sourcing articles for WP Golf teams
- Implement and sustain existing Code of Conduct Practices
- Maintain impeccable standards of corporate governance, ensuring policies and procedures are in place, practiced, and to always demonstrate strong leadership
- Assist with the planning and organisation of the WPG Annual Awards dinner
- Other related duties as may be assigned from time to time

## CANDIDATE QUALIFICATIONS, PROFICIENCIES, ATTRIBUTES & CHARACTERISTICS

### **Working knowledge of and skills in:**

- Knowledge of the golfing industry and golf operations (related to tournaments and leagues) at Union level
- A proven track record of scheduling and coordinating tournaments and organizing league matches, securing/fostering sponsorship and growing the sport
- Marketing and other aspects of general business
- Scoring systems and principals in all formats of the game
- Team selection and administration
- Tournament administration and coordination
- Working within a team
- Good and open communications

General administration, systematic organising, problem solving, negotiating and competent decision making

### **Competencies:**

- Working to deadlines, under pressure and a need to be resilient
- Computer literate with a knowledge of Microsoft programs such as MSWord, PowerPoint, and Excel; experience/knowledge with "Albatros" Golf Software will be an advantage
- Knowledge of the Rules of Golf (min R&A level 1 but level 2 will be required)
- Highly effective interpersonal skills
- Excellent verbal and written skills (English)
- Service oriented with excellent customer / interpersonal skills
- Aptitude for teamwork and collaboration to achieve goals
- Tournament and event planning

### **Values and Character Traits:**

- Honest person who shows, integrity, mutual respect, and providing service to others
- Pro-active, results oriented, hardworking and shows initiative
- Attention to detail, strategic thinking, a self-starter with initiative

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- Self-motivated, driven, balanced with humility
- Remains calm and focused under pressure

**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 (golf course) will be required. Being able to with heavy/bulky objects is a requirement and you may occasionally be required to lift up to 7 – 9 kg. Work is often performed outdoors and you could be exposed to the elements as a result.

**Health and Safety:**

Work safely at all times, complying with health and safety and other relevant regulations and guidelines. Report any hazards identified and any actions you have taken to mitigate these risks.

**Safe Guarding Legislation:**

Compliance with safe guarding legislation is compulsory and you 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 your potential employment null and void.

**Transportation:**

You must have your own reliable transportation, a valid driver's license (minimum Code B , a PDP may also be required). Proof of insurance is required.

**WORK REQUIREMENTS**

- Essentially, an office-based position that also requires attendance at leagues, tournaments, events, and functions
- Monday – Friday, 08:30 AM to 16:30 PM
- Working on weekends will be required from time to time (e.g., leagues, tournaments, events and functions) for which time off will be granted during the following week depending on the exigencies of service.

**COMPENSATION AND BENEFITS**

The position is a permanent employment post. Compensation and benefits will be in line with the standard benefits of WP Golf and commensurate with the qualifications and experience of the successful candidate on a TCOE basis.

**APPLICATIONS**

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Email your applications together with your current CV and relevant motivational support documentation to the GM Finance and Admin, for attention Michele Kern ([admin@wpgolf.co.za](mailto:admin@wpgolf.co.za)) by no later than close of business on **Monday, 19 June 2023**.

**APPROVAL**



Mike de Swardt  
**Western Province Golf | President**



Robert Scott  
**General Manager: Golf Operations**

**WP Golf is an Equal Opportunity Employer.**

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