



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

MPP SPORT ADMIN CLERK: MPP & RECREATION DEVELOPMENT

Salary Range: An all-inclusive remuneration R 202 233 – R 235 611 (Level 05)

OR TAMBO DISTRICT Ref: DSRAC 26/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid driver's licence will be an added advantage.

DUTIES: Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data. Serve as support in planning of Annual sport and recreation programs. To assist in the communication with sport and recreation structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement sport and recreation programs as planned.

People with disabilities who meet the requirements will be given preference.

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za