



Badminton Confederation Africa (BCA) is the governing body of the sport of badminton in Africa. BCA is one of the 5 continental bodies under the umbrella of the Badminton World Federation (BWF). It now has 41 subscribed Member Associations with a strategic plan to affiliate all the 57 countries in Africa.

The Confederation is seeking applications from the most suitable qualified, self- driven persons, with mature disposition and fluent in either both English & French or any one language to fill in the under listed five (5) contractual vacancies:



1. Position/ Job Title : SECRETARY GENERAL

Location : BCA Headquarters, Pretoria - Republic of South Africa or as may be determined by BCA.

Reports To : BCA Executive Board.

Job Qualifications: 1st Degree in Sports Administration or Physical Education or any

Sports related qualification. (Master's Degree shall be an added advantage)

- Minimum experience of 7 years in sports administration.
- An attractive remuneration package shall be commensurate to candidate's qualifications.

Key Job Duties/Responsibilities

1. Responsible for the day to day management and administration of BCA as chief administrator. Act as Secretary of all Executive Board, Council and AGM meetings.
2. Accountable to the Executive Board, Council and Committees to deliver the policy and strategic direction of the Council ensuring excellence in management and the growth of the sport.
3. Coordinate the preparation and hosting of all BCA related meetings- Executive Board, Council, AGM as well as BWF activities.
4. Ensuring effective and timely communication with Member Associations, BCA associates or collaborators/ stakeholders to ensure cordial public relations.
5. Coordinate all BCA print and electronic media publications and both internal and external administrative memorandum.
6. Maintain BCA calendar of events, publish a tournament bulletin, timely distribute and notify calendar events/activities in liaison with the Events Committee.



7. Maintain players and technical officials' profiles and results of BCA/ BWF tournaments.
8. liaising with local sports councils, regional committees and national governing bodies;
9. consulting with BCA clients, members, the community and local sporting organizations
10. advising sports clubs on areas such as organization, funding, promotion and regulations;
11. Representing or act as brand ambassador of BCA at regional, continental and international events and Forums in liaison with the Marketing Committee as delegated by the Executive Board.
12. Work in a coordinated effort to facilitate the BCA programs/ projects/initiatives and tournament management in the continent for the development of Badminton.
13. Ensure the implementation of strategies aligned to the BCA strategic direction and business strategy.
14. Formulate, communicate and Implementation BCA policies & procedures for smooth operational management in liaison with the Executive Council.
15. Assess the long-term impact of short-term decisions on BCA to mitigate future training and development risks in liaison with the Development Committee.
16. Analyze BCA development activities and recommend options for improvements where necessary for continuous improvement.
17. Review and ensure compliance of BCA Constitution provisions, policies, as well as procedures and recommend amendments to the Executive Council to improve efficiency.
18. Manage and coordinate the recruitment & selection process of staff in liaison with the Executive Council/ Administration Committee.



19. Plan and implement the placement process of BCA staff, Coordinate the Induction and orientation / on boarding process.
20. Manage the termination process of BCA staff in liaison with the Executive Board/ Administration Committee to ensure smooth staff exits.
21. Coordinate the design and implementation of BCA training & development activities for staff, players, technical officials and Council members to promote continuous professional development initiatives in the organization.
22. Coordinate grievance and disciplinary handling and ensure adherence and compliance to the BCA Disciplinary Code of Conduct to mitigate the risk of disciplinary reaches.
23. Originative collective monthly, quarterly and annual update BCA activities/ projects/ programs/tournaments reports as well as pertinent information reports to the Executive Council for appraisal purposes.

Behavioral Expectations/ Attributes:

1. Proficiency in Badminton rules and regulations
2. Display empathy and positive regard to all persons in written, verbal, non-verbal communication and honest communication.
3. Diligently deliver work assignments/ reports with punctuality and respect for deadlines.
4. Collaborate player and technical trainee problem/ conflict solving and advise the Executive Council/ Council or AGM on possible risks and mitigation.
5. Building trusting relationships by acting with integrity, honesty, courtesy and responsibility.
6. Meet all required standards of confidentiality, player safety and health.
7. Display a sense of responsibility, reliability and proficiency.
8. Diligence and commitment to duty.
9. a strong interest in sport and an awareness of the issues affecting the sports sector;
10. commercial awareness and a professional approach;
11. a high degree of self-motivation and a drive for change and improvement;
12. an enthusiastic personality and resilience to deal with uncertainty;



13. the ability to build and maintain effective relationships and to communicate well with a variety of people;
14. good planning, organizing and time management skills;
15. the ability to work well in a team, in a dynamic and customer-focused environment;
16. the ability to project a positive image of sport to people at all levels

2. Position/ Job Title : ASSISTANT SECRETARY GENERAL

Location : BCA Headquarters, Pretoria - Republic of South Africa or as may be determined by BCA.

Reports To : Secretary General.

Job Qualifications: 1st Degree in Sports Administration or Physical Education or any sports related qualification. (Master's Degree shall be an added advantage)

- Minimum experience of 5 years in sports administration
- An attractive remuneration package shall be commensurate to candidate's qualifications.

Job Responsibilities: To deputize/assist the BCA Secretary General by performing delegated duties as detailed in the SG's key job responsibilities. The Candidate should have similar behavioral expectations and attributes.

3. Position/ Job Title : DEVELOPMENT MANAGER

Location : BCA Headquarters, Pretoria - Republic of South Africa or as may be determined by BCA

Reports To : Secretary General & Chairperson of Development Committee.

Job Qualifications: 1st Degree or Diploma in Sports Administration/Physical Education or equivalent sports certificate qualifications

- Minimum experience of 3 years in sports administration
- An attractive remuneration package shall be commensurate to candidate's qualifications.

Key Job Duties/Responsibilities

1. Consult with BCA Development Committee and Key stakeholders/ Member Associations (MA) to review, develop and implement the development programs at regional and continental levels.
2. Plan, prepare and / or conduct long-term and short-term coaches, players and technical officials training program.
3. Timely plan, design and deliver coach education development programs for the Member Associations.
4. Implement conscientiously and with full commitment all programs assigned and approved by the Development Committee.
5. Oversee the timely implementation of development activities of the MA's at regional and continental levels for to development of Badminton.
6. Assist in the planning and delivery of BCA Senior / junior player training Camps to develop potential talent.
7. Liaise with Member Associations on the need for development activities, program or projects for the development of reserve teams and technical officials.
8. Liaise with the BCA Development Committee of the strategic development plan of BCA.



9. Originate development quarterly reports all programs / activities to the BCA Development Committee.
10. To implement any other cognate duties that maybe assigned by the Secretary General or BCA Development Committee.
11. The Development Officer duties will relate to coaching and coach education including assisting in organizing annual conference for coaches and technical officials and the parallel coach development activities that occur at BCA Senior and Junior Development Camps.
12. Carry out any other cognate duties that maybe assigned by the Secretary General's office.

Behavioral Expectations/ Attributes:

17. Proficiency in Badminton rules and regulations
18. Display empathy and positive regard to all persons in written, verbal, non-verbal communication and honest communication.
19. Instructive teaching and coaching methodologies
20. Diligently deliver work assignments/ reports with punctuality and respect for deadlines.
21. Collaborate problem/ conflict solving and advise the Executive Council/ Council or AGM on possible risks and mitigation.
22. Building trusting relationships by acting with integrity, honesty, courtesy and responsibility.
23. Meet all required standards of confidentiality, player safety and health.
24. Display a sense of responsibility, reliability and proficiency.
25. Diligence and commitment to duty.



4. Position/ Job Title : DEVELOPMENT OFFICER

Location : BCA Headquarters, Pretoria - Republic of South Africa or as may be determined by BCA.

Reports To : Development Manager

Job Qualifications: 1st Degree or Diploma in Sports Administration/Physical Education or equivalent sports certificate qualifications

- Minimum experience of 3 years in sports administration
- An attractive remuneration package shall be commensurate to candidates qualifications

Job Responsibilities: To deputize/ assist the Development Manager by performing delegated duties as detailed in the Development Manager's key job responsibilities. The Candidate should have similar behavioral expectations and attributes.

5. Position/ Job Title : OPERATIONS MANAGER

Location : BCA Headquarters, Pretoria - Republic of South Africa or as may be determined by BCA.

Reports To : Secretary General, Chairperson's of Development & Events Committees.

Job Qualifications: 1st Degree or Diploma in Sports Administration/Physical Education or equivalent sports related certificate qualifications.

- Minimum experience of 3 years in sports administration
- An attractive remuneration package shall be commensurate to candidates qualifications

Key Job Duties/Responsibilities

13. Consult with BCA Marketing, Events and Development Committee and Key stakeholders/ Member Associations (MA) to review, develop and implement BCA development programs at regional and continental levels.
14. Plan, prepare and / or conduct long-term and short-term coaches, players and technical officials training program.
15. Timely plan, design and deliver education media programs for the Member Associations.
16. Implement conscientiously and with full commitment all programs assigned and approved by the Marketing, Events and Development Committee.
17. Originate media reports and capture photographic images of all tournaments and activities as they take place.
18. Coordinate media briefings for BCA officials and liaise with print and electronic stakeholders.
19. Producing promotional literature, reports and event materials and liaising with marketing and media organizations.



20. Develop and manage new-media/social media strategies/campaigns (Facebook and Twitter pages) and related content generation on such platforms
21. Development, updating and monitoring of the BCA website
22. The drafting of memoranda, newsletters and news for the BCA website and other BCA communications tools and publications as and when BCA activities take place.
23. Regular updating and maintenance of BCA media contacts list and MA contact addresses – (email & phone contacts).
24. Monitoring news/developments related to badminton and relevant regional, continental and international sports/events
- 25.** Carry out any other cognate duties that maybe assigned by the Secretary General's office.
- 26.** producing promotional literature, reports and event materials and liaising with marketing and media organizations;

Behavioral Expectations/ Attributes:

26. Knowledge in the print and electronic media of sports.
27. good IT and administrative skills and an elevated level of attention to detail;
28. Display empathy and positive regard to all persons and proficiency in written, verbal, non-verbal communication and honest communication.
29. Diligently deliver work assignments/ reports with punctuality and respect for deadlines.
30. Building trusting relationships by acting with integrity, honesty, courtesy and responsibility.
31. Meet all required standards of confidentiality.
32. Display a sense of responsibility, reliability and proficiency.
33. Diligence and commitment to duty.
34. Savvy regarding new-media/social-media technologies and operating social-media networks
35. In-depth technical knowledge of operating content management systems (CMS).
36. Knowledge of designing media graphics material
37. Proficiency in basic editing of electronic and print media.



APPLICATIONS;

Interested applicants are invited to email soft copies of their application letter, detailed Curriculum Vitae and scanned valid Passport and credentials (Degree & Certificate) to;

The Chairperson - BCA Administration & Staff Committee

kamatuwa@gmail.com or kamatuwa@yahoo.com

The subject heading for ALL applications emails should indicate;

**Re: BCA JOB APPLICATION – (Name of Job applied for – e.g. SECRETARY
GENERAL)**

BCA reserves the right of selecting and screening applications.

Application emails should reach the addressee by 31st August 2017.