



Western Cape Provincial Sport Confederation

WCPSC Office
Unit 9, Gold Street
Northgate Business Park
Northgate, Cape Town
7945

Tel: 021 286 3620
email: office@wcpssc.co.za
web: www.wcpssc.co.za



POST: Coach / Centre Manager – (Contract position)
REF: **CCM/MOD/ME01/06/24**
SCHOOL: Invumelwano PS
AREA: Wallacedene
SALARY: Stipend of R 4 337.00 per month (includes 37%)
DURATION: From date of assumption of duty until 31 March 2025
CLOSING DATE: 28 June 2024

Job Purpose:

The Western Cape Provincial Sport Confederation (WCPSC), in partnership with the Department of Cultural Affairs and Sport (DCAS), is seeking to employ a suitably qualified individual to coach Recreation, Sport, Arts and Culture activities at a MOD Centre, coordinate the identification of talented school – going learners and youth for higher level participation, and provide support to participate in Recreation Sport, Arts & Culture activities. This is to achieve relevant educational and sport outcomes, whilst promoting after-school, competitive and next-level activities for school-going learners and youth.

This is implemented through the **M**ass participation, **O**pportunity and access, **D**evelopment and growth (MOD) Programme, School Sport Programme and Neighbourhood School Programme, within the Western Cape Province

Minimum Requirements:

Qualification relevant to the KPAs, or a minimum of 3 years' appropriate operational experience in sport development, relevant to the KPAs.

Key performance areas

The successful candidate will:

- ❖ Promote/foster the vision, mission, aims and purpose of the MOD Programme through awareness programmes;
- ❖ Plan and coordinate MOD Centre activities for various age groups each day for a period of 30 hours a week;
- ❖ Manage the Assistant Coach and the MOD Centre
- ❖ Implement structured lesson plans daily;
- ❖ Nurture, develop and enhance learners' skills progressively;
- ❖ Initiate and promote the talent identification process at the MOD Centre;
- ❖ Record data/statistics, keep records and assist with research and policy development;
- ❖ Record assets received by the MOD Centre;
- ❖ Submit MOD Centre administrative reports; and
- ❖ Adhere and execute MOD Centre operational requirements.



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Competencies

Knowledge and experience of the following:

- ❖ Knowledge and experience of **M**ass participation, **O**pportunity and access, **D**evelopment and growth (MOD) Programme and relevant next-level activities in Recreation, Sport, Arts & Culture.
- ❖ The ability to lead and work well within a team
- ❖ Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape;
- ❖ Proven computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet);
- ❖ Excellent report writing skills
- ❖ Sound organizing and planning skills.

Applications:

Applications must be submitted on a z83 form, obtainable from any school, government department or on the Western Cape Government website signed and submitted, accompanied by a completed curriculum vitae, certified copies of qualifications and identity documents, and the names of at least three references. The reference number and name of the post must be indicated. A separate application must be completed for each post applied for. It will be expected of the candidates to be available for selection interviews on a date, time and place determined by the Western Cape Provincial Sport Confederation, in partnership with the Department of Cultural Affairs and Sport.

NO LATE AND INCOMPLETE APPLICATIONS WILL BE CONSIDERED

If no contact is made within three (3) months of the closing date, then it should be deemed that the application was unsuccessful.

APPLICATIONS ARE TO BE SUBMITTED AS INDICATED BELOW:

Hand deliver to: For attention: Ms Alicia Lombard
23116 Grootboom Street
Wallacedene,
Cape Town
7570

Enquiries: Ms Alicia Lombard – 021 900 7225 (*Office hours 08h00 – 17h00*)

POPIA Disclaimer

In terms of the Protection of Personal Information Act 2013 (POPIA), we process your personal information as needed to establish and maintain a business relationship with the department. Your personal information may be disclosed to third parties in the normal course of business or as needed to comply with law. A complete privacy notice is available on <https://www.westerncape.gov.za/general-publication/privacy-notice-department-cultural-affairs-and-sport-respects-and-protects-your-privacy>.