



# 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:** Assistant Coach – Recreational Arts and Culture – (Contract position)  
**REF:** **ACA/MOD/MS02/06/24**  
**SCHOOL:** Zeekoevlei SS  
**AREA:** Lotus River  
**SALARY:** Stipend of R2 958.00 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 as an Assistant Coach: Recreational Sport to coach school-going learners at a MOD Centre, whilst promoting after-school, mass participation, competitive and next-level activities.

This is done through the **M**ass participation, **O**pportunity and access and Growth and **D**evelopment (MOD) Programme, School Sport Programme and Neighbourhood School Programme, within the Western Cape Province. The successful candidate/s will be stationed at an identified school, within an area as per the advertisement.

## Minimum Requirements:

Qualification relevant to the KPAs, or a minimum of 1 years' appropriate operational experience that is 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 25 hours a week;
- ❖ 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
- ❖ Account and report to the relevant MOD Centre Coach/Manager.



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## Competencies

Knowledge and experience of the following:

- ❖ Knowledge of **M**ass participation, **O**pportunity and access, **D**evelopment and growth (MOD) Programme
- ❖ Good understanding of recreation-based activities, School Sport and Neighborhood Schools activities and relevant next-level participation, e.g play sport, arts and culture
- ❖ The ability to 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 Yvette Hiss  
7th Avenue  
Lotus River  
7941

Enquiries: Ms Yvette Hiss – 021 702 6387 (*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>.