



# Western Cape Provincial Sports Confederation

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## **Post: MOD CENTRE COORDINATOR – Metro North District (Contract Post)**

**Ref.no. MNED: MCC 01/2019**

**Salary:** Stipend of **R10 320.21** per month (includes 37%)

**Enquiries: Sibulele Tuswa – 021 483 9674**

**Closing Date: 05 July 2019**

**Job Purpose:** The Western Cape Provincial Sport Confederation is seeking to employ a suitable individual as a MOD Centre Coordinator in order to promote after-school recreational activities in sport, arts and culture through the Mass participation, Opportunity and access, Development and growth (MOD) Programme, within the Western Cape Province.

This position is stationed in the **Metro North Education District**.

### **Minimum Requirements:**

- Grade 12 and a minimum of 4 years' appropriate operational experience that is relevant to the KPAs.
- A valid code B driver's licence.

**Key performance areas:** The successful candidate will be responsible to:

- Assist the Assistant MOD Programme Officer
- Lead, manage and mentor the MOD Centre coaching staff.
- Provide access to recreation, sport, arts and cultural activities
- Provide M&E oversight with regards to implementation of modified activities
- Develop MOD Centre activity awareness schedules
- Collect and collate MOD Centre statistical data
- Coordinate Holiday Programme activities
- Draft and collate MOD Centre activity reports
- Compile MOD Centre reports
- Assist with research and policy development
- Assist with MOD Centre administration
- Account and report to respective District MOD Programme Officer

**Competencies** Knowledge and experience of the following:

- Mass participation, Opportunity and access, Development and growth (MOD) Programme;
- Recreation-based activities, and relevant next-level activities, e.g. play sport, arts and culture
- 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 and
- Sound organizing and planning skills.

## To apply

A separate application must be completed for each post.

## Note

Kindly indicate race, gender and disability status to facilitate this process 

Only short-listed applicants will receive further correspondence, if you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

**Applications are to be submitted on fully completed Z83 forms** obtainable from any government department or [www.westerncape.gov.za/jobs/](http://www.westerncape.gov.za/jobs/) clearly indicating the position being applied for and reference number, CV and certified copies of qualifications. Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the Western Cape Provincial Sport Confederation, in collaboration with the implementation partner, the Department of Cultural Affairs and Sport and may also be required to undergo competency assessments/proficiency test.

**Deliver/post your application to Sibulele Tuswa  
Protea Assurance Building, Greenmarket Square, Cape Town, 8000**

**Applications not received on and before closing date as well as faxed or emailed applications will not be considered.**

Email: [Sibulele.Tuswa@westerncape.gov.za](mailto:Sibulele.Tuswa@westerncape.gov.za)