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Reg. No. 2000/018796/08

## Head of High Performance & Juniors: Tennis South Africa.

Tennis South Africa (TSA) recently advertised for a head of coaching and high performance, but it has become clear that such a role is too complex and broad for one person. As a result, TSA has split the original role into two – a head of coaching and a head of high performance, respectively. TSA is now looking to recruit for these positions. This job spec is specifically for the head of high performance and juniors position.

Should you feel you are a suitable and qualified candidate for this role, then please send your CV and a covering letter to: [info@tennissa.co.za](mailto:info@tennissa.co.za). Applications close at 3pm on Friday 1<sup>st</sup> September 2017.

**Job Title:** Head of High Performance & Juniors.

**Reporting to:** CEO of Tennis South Africa.

**Department:** Coaching.

**Location:** TSA Head Office, Lords Office Estate, Centurion, Gauteng Province, South Africa.

**Commencement Date, Contract Term and Remuneration Package:** To be discussed with the short-listed candidates. For the avoidance of doubt this is a full-time role.

### 1. Summary of role:

The position entails the management of the TSA high performance programme – from both a strategic and operational perspective. It is an administrative intensive role that covers several key functions – including:

- The management of TSA's high performance programme from Junior tennis up to and including Davis Cup and Fed Cup programmes.
- Talent identification, planning and management – including management of TSA's junior national squad programme.
- Overseeing TSA's transformation and development strategy in relation to high performance tennis in South Africa – including involvement with TSA's new centres of Development Excellence.
- Working with external stakeholders, such as Government agencies, the International Tennis Federation, and the Confederation of African Tennis.

#### Board of Directors:

G. Crookes (President), R. Davids (Vice-President), G. Ntuli, G. Whyte, J.J. Klaasen, Z. Beukes, A. Karam, F. Cassim, S. Liebenberg, H. Brody, A.H. Loubser, A.G. Fichardt, R van der Meer, R van 't Hof, D Jaquire, B Visee,

CEO: R. Glover





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## **2. Job requirements:**

### **Qualifications:**

- Minimum coaching certification of ITF Coaching Advanced Players (ITF Level 2 or TSA Pro#), ITF Coaching High Performance Players (ITF Level 3) preferred.
- Tertiary Academic qualifications in Sport Science or Sport Management (or similar) would be preferred.

### **Experience:**

- Minimum 5 years' experience as a Coach at National level – including proven experience of coaching high performance or elite level players.
- Ideally played tennis at a Provincial, National or International level.
- Strong network of contacts and relationships in both South Africa, as well as internationally.

## **3. Skills/competencies required:**

### **Leadership:**

- Empathetic and can build a good relationship with key stakeholders such as parents and coaches.
- Comfortable dealing with challenging situations.
- Sets high ethical standards.

### **Management:**

- Comfortable with day to day staff management and the development of individual staff members.
- Able to establish clear accountabilities, expectations and metrics for staff.
- Experience managing and collaborating with external stakeholders – Government departments, provinces etc.
- Able to organise and implement events and projects.

### **Planning & Strategy:**

- Effectiveness in thinking through and mapping activities.
- Able to plan and schedule.
- Able to align day to day activities with board strategy.

### **Communication & Collaboration:**

- Uses effective methods to communicate and motivate.
- Ability to simplify complicated information.
- Good listening skills.
- Able to speak and present in public – to both large and small groups.

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- Works effectively with people from different environments and backgrounds.
- Able to build positive alliances and relationships.
- **Finance:**
  - Experience in preparing and managing budgets.
  - Effective supplier management.
- **Customer Focus:**
  - Engages with and listens to customers (coaches, players and parents).
  - Able to inculcate a customer orientation in staff.
- **Sport Science – coach and player development:**
  - Understanding of long term coach and player development pathways.
  - Knowledge of advanced sports science techniques.
- **Technology:**
  - Advanced computer skills, covering all basic office functions – spreadsheets, presentations, reports etc.

#### 4. Duties/responsibilities:

- Oversee the logistics for and management of South African National Teams.
- Travel with National Junior Teams - if required.
- Implement the TSA Long Term Development Pathway for all national junior players.
- Oversee TSA's talent identification and management structures and processes.
- Convenor of the selection panel to select national junior teams and squads.
- Plan, implement and help conduct National elite training camps for junior players.
- Travel to key International Junior competitions as consultant to the team and to National training camps - if required.
- Deal with external stakeholders as appropriate (Government agencies, International Tennis Federation - ITF, Confederation of African Tennis - CAT, etc.)
- Oversee the implementation of TSA's transformation and development strategy in relation to the development of high performance players from all communities.

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- Deliver courses and workshops within the TSA Coaching structure.
- Travel as required to tennis courses, workshops and conferences as a facilitator, speaker or invited guest.
- Oversee TSA's participation in international age group tournaments - such as Junior Fed and Davis Cups and the African Junior Championships.
- Deal with external stakeholders as appropriate (Government agencies, International Tennis Federation, Confederation of African Tennis, etc.)

TSA reserves the right not to fill the position should a suitable candidate (as determined by TSA) not be found. TSA is also committed to the Transformation imperatives of the Department of Sport and Recreation of South Africa ("SRSA") and the South African Sports Confederation and Olympic Committee ("SASCOC") as contained in, amongst others, the Transformation Charter for South African Sport. These imperatives will be considered in this appointment.

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