



BADMINTON CONFEDERATION AFRICA

17 March 2022

Job Description

Events and IT Officer

The Badminton Confederation Africa (BCA) is looking for a dynamic, motivated and results-oriented candidate to fill in the position of **Events and IT Officer**, on a **part-time basis**.

The BCA is the governing body of Badminton in Africa and has the responsibility to promote and develop the sport in the Continent. BCA is one of the 5 Continental Confederations of the Badminton World Federation (BWF). 45 country members are currently affiliated to the organization and it has a workforce of 4 full-time staff based in Mauritius and other African countries.

Role Description

The Events and IT Officer will be primarily responsible for the planning, delivery, and administration of all BCA Events, BWF Grade 3 sanctioned tournaments in Africa and other events, including Para badminton and AirBadminton tournaments. The Officer will also be required to monitor and maintain the computer systems, networks and other IT related systems of the organisation.

Language	Proficiency in written and spoken French & English
Location	Based in home country
Department (Internal)	Events Department
Report to	Secretary General (Based in BCA Office)
Working Hours	Average of 25 hours per week from Monday to Sunday. Successful candidate may be required to travel out of home country from time to time.
Remuneration	An attractive remuneration package shall be commensurate to the candidates' qualifications and experience.



@bcabadminton
@BcaBadminton



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www.badmintonafrica.com



contact@badmintonafrica.com



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<p style="text-align: center;">Key Responsibilities</p>	<ul style="list-style-type: none"> ○ Coordinate and plan with BCA hosts in the implementation of events in Africa, including: <ul style="list-style-type: none"> ✓ Pre-event planning and regular communication with hosts ✓ Ensuring compliance with BCA and BWF competitions rules and regulations ✓ Managing entries and draws in line with BWF and BCA rules and regulations ✓ Support in the marketing and communication around BCA Events, including broadcasting and live streaming ✓ Ensure reporting and analysis of all events in line with BCA strategic objectives ○ Work alongside marketing and communication departments for improved tournament presentation and delivery. ○ Closely collaborating with BCA stakeholders including the BWF, Member Associations, Key partners and sponsors. ○ Work closely with the BCA Technical Official Commission and Events Committee on a strategic level. ○ Design and maintain BCA Competition Regulations, Events manual, and other regulatory or operational documents. ○ Collect and evaluate statistical data including BCA database management. ○ Manage technology services across departments that meet operational requirements. ○ Manage the BCA website, social medias and digital platforms. ○ Participate in the documentation and implementation of policies and standard operating procedures. ○ Performs miscellaneous job-related duties as assigned.
<p style="text-align: center;">Qualifications and Attributes</p>	<ul style="list-style-type: none"> ○ Post-secondary academic qualification. ○ At least 3 years' experience in working in sports events, preferably badminton competitions. ○ Good knowledge and understanding of the BWF and BCA competition structures and Technical Officials pathway. ○ Prior experience in the planning and implementation of National and International Events.



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	<ul style="list-style-type: none">○ Strong presentation and communication skills in both English and French.○ Ability to develop strong relationships with key partners.○ Strong technological skills and knowhow including Tournament/League Planner, WordPress and Social Media tools.○ Ability to work at odd hours and under pressure to meet strict deadlines.○ Can make timely and sound decisions both individually and as part of a team.○ Display a sense of responsibility, reliability, and proficiency.
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Interested applicants are invited to send a written application with detailed CV and relevant documentation by e-mail to;

Sahir EDOO

Secretary General

Email: s.edoo@badmintonafrika.com

Tel: +23057149100

Subject heading should indicate: **BCA Events & IT Officer**

All applications must reach the Secretary General by **Friday 1 April 2022**. Only short-listed candidates will be notified.

We are looking to start the employment as soon as practically possible.

The BCA reserves the right not to make any appointment following this advertisement.



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