



BADMINTON CONFEDERATION AFRICA

19 August 2022

Job Description

Secretary General

The Badminton Confederation Africa (BCA) is seeking applications from the most suitably qualified, experienced, self-driven with mature disposition to fill in for the position of **Secretary General** of the Confederation.

The BCA is the governing body of Badminton in Africa and has the responsibility to regulate, promote and develop the sport in the Continent. BCA is one of the 5 Continental Confederations of the Badminton World Federation (BWF) and has a current membership of 46 countries. The BCA Council has the responsibility of providing policies and overseeing the day-to-day affairs of the BCA between the general meetings. The administration is headed by the Secretary General who leads a current workforce of 5 full-time staff based in Mauritius and other African countries.

Role Description

The Secretary General (SG) acts as the Chief Executive Officer and leads the day-to-day administration and operations of the Confederation. He/She has the responsibility of implementing strategies, plans and decisions made by the BCA Council and must organise and attend all General, Council and Executive Board meetings. The SG should also closely liaise with BCA Committees, Commissions and all other governance related bodies within the BCA and facilitate timely and effective decision making as per provisions of the BCA Constitution. As head of staff, the SG has the responsibility of leading, managing and monitoring all employees of the Confederation. The SG should also regularly liaise with the BWF on strategies, governance matters, coordination with members associations, annual planning and grants allocation.

Position Overview

Position Title	<i>Secretary General</i>
Part / Full Time	<i>Full time</i>
Location	<i>Intended BCA headquarters in Mauritius or as decided by BCA</i>
Reports To	<i>BCA President</i>



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Key responsibilities

1. Ensuring utmost level of professionalism and ensuring excellence in management and the development of badminton in Africa.
2. Accountable to the Council & Executive Board to deliver the vision, mission and strategic objectives of the BCA by implementing the strategic and business plans of the BCA.
3. Leading BCA's commercial strategies in line with its Marketing plans.
4. Design and submit to the Council an annual plan after consultation with the BWF.
5. Coordinate the preparation and hosting of all BCA activities including governance related meetings, tournaments, courses and any other activities organised by the BCA.
6. Formulate, implement and communicate BCA's policies & procedures for smooth operational management in liaison with the BCA Council.
7. Work in a coordinated effort to facilitate the BCA programs/projects/initiatives and tournament management in the continent for the development of Badminton.
8. Ensuring effective and timely communication with Member Associations, BCA associates or collaborators/stakeholders.
9. Coordinate all BCA print and electronic media publications and both internal and external administrative memorandums.
10. Publish, maintain and implement a BCA calendar of events in liaison with the Events Committee.
11. Creating and maintaining a healthy relationship with continental sports bodies and other partner organization of the BCA.
12. Represent or act as brand ambassador of the BCA at selected regional, continental, and international events.
13. Lead the development of badminton, AirBadminton and Para Badminton in Africa by designing and implementing key strategies and activities for continuous improvement.
14. Coordinate the design and implementation of BCA training & development activities for staff, players, technical officials and other internal stakeholders to promote continuous professional development initiatives in the organization.
15. Review and ensure compliance of BCA Statutes and recommend amendments to the Executive Board and Council.
16. Manage and coordinate the human resource management plan of the BCA, including recruitment & selection process of staff in liaison with the Administration & Remuneration Committee.





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17. Plan and implement the placement process of BCA staff, coordinate their training and development and set-up a performance management system in liaison with the Executive Board and Administration & Remuneration Committee.
18. Manage the termination process of BCA staff in liaison with the Executive Board/ Administration & Remuneration Committee to ensure smooth staff exits.
19. Coordinate grievance and disciplinary handling and ensure adherence and compliance to the BCA Disciplinary Code of Conduct to mitigate the risk of disciplinary breaches.
20. Originate collective monthly, quarterly and annual update BCA activities/ projects/ programs/tournaments reports as well as pertinent information reports to the Council.

Selection Criteria

To be considered for the position, candidates will require both personal and professional skills listed below:

A) Professional Qualifications & Experience

- ✓ Bachelor's degree in management, preferably in Sports Administration or any Sports Management related qualification. A Master's degree shall be an advantage.
- ✓ Minimum experience of 7 years working in a professional sports organisation.
- ✓ Experience & knowledge of the sports ecosystem in Africa shall be an advantage.

B) Knowledge and Skills

- ❖ Proficiency in written and spoken English. Knowledge of French, written and spoken, shall be an advantage.
- ❖ Leadership capabilities and experience in managing people.
- ❖ Strategic planner and thinker.
- ❖ An understanding and practical knowledge of good governance.
- ❖ Budgeting and Financial management knowledge and skills
- ❖ Be knowledgeable of badminton as a sport including the Olympic movement.
- ❖ A strong interest in sport and an awareness of the issues affecting the sports sector.
- ❖ Commercial awareness and understanding of professional sport in the African context.
- ❖ The ability to build and maintain effective relationships and to communicate well with a variety of people of different culture, race and faith.
- ❖ The ability to work well in a team, in a dynamic and customer-focused environment.



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- ❖ Display empathy and positive regard to all persons in written, verbal, non-verbal communication.
- ❖ Diligently deliver work assignments/reports with punctuality and respect for deadlines.
- ❖ Building trusting relationships by acting with integrity, honesty, courtesy, responsibility and meeting all required standards of confidentiality.
- ❖ Display a sense of responsibility, reliability and proficiency.
- ❖ Diligence and commitment to duty.
- ❖ Good technological and ICT skills, especially with MS Office and its tools.
- ❖ A high degree of self-motivation and a drive for change and improvement.
- ❖ The ability to work at odd hours and under pressure to meet strict deadlines.
- ❖ An enthusiastic personality and resilience to deal with uncertainty.
- ❖ The ability to project a positive image of the sport to people at all levels.

An attractive remuneration package shall be commensurate to candidates' qualifications, skills and experience.

Interested applicants are invited to send the following documents to contact@badmintonafrika.com

- An application and motivation letter
- A detailed CV with minimum 2 references.
- A passport sized photo
- Relevant certificates and other documentations.

Subject heading should indicate: **BCA Secretary General - Application.**

Deadline: **Friday 23rd September 2022.** Note that only complete applications will be taken into consideration and 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.

