



BADMINTON CONFEDERATION AFRICA

21 November 2022

Job Description

Communication and Administration officer

The Badminton Confederation Africa (BCA) is looking for a dynamic, motivated and results-oriented candidate to fill in the position of **Communication and Administration officer**, on a **full-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). 46 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 Communication and Administration officer will be primarily responsible for delivering high quality content to promote our brand and activities across our range of platforms in both digital and print format. In addition, the officer will also be responsible for providing administrative support to the organisation and will report directly to the CEO.

Language	Proficiency in written and spoken French & English
Location	Based in Mauritius
Department (Internal)	Administration
Report to	CEO (Based in BCA Office)
Working Hours	Average of 40 hours per week from Monday to Sunday. Successful candidate may be required to travel out of Mauritius from time to time.
Remuneration	An attractive remuneration package shall be commensurate to the candidates' qualifications and experience.



@bcabadminton
@BcaBadminton



Phone: +27 12 035 0093



www.badmintonafrica.com
contact@badmintonafrica.com



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<p style="text-align: center;">Key Responsibilities</p>	<ul style="list-style-type: none"> ○ Creating high quality content for the organization various platforms including: <ul style="list-style-type: none"> ✓ Researching, planning, writing, proofing and editing publications ✓ Planning, creating and delivering exciting and engaging digital and print campaigns ✓ Producing relevant media work, identifying potential news and circulating press releases. ✓ Managing media enquiries and forming partnerships with mainstream media. ✓ Arranging for interviews, photo opportunities and press conferences. ○ Day to day management of our social media platforms ○ Maintain best practices in relation to the organizations data protection policy, getting and filing consent forms. ○ Work alongside marketing and events departments for improved tournament presentation and delivery. ○ Closely collaborating with BCA stakeholders including the BWF, Member Associations, Key partners and sponsors. ○ Assist in the day to day office administration duties and liaise with national bodies on the office operations. ○ Administratively support the CEO and other departments on projects or activities including at general meetings, governance meetings, tournaments, courses and other activities. ○ 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 qualifications in the relevant field. ○ At least 3 years' experience of working in sports organizations. ○ Good knowledge and understanding of badminton. ○ Strong presentation and communication skills in both English and French. ○ Ability to develop strong relationships with key partners. ○ Ability to work at odd hours and under pressure to meet strict deadlines.





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	<ul style="list-style-type: none">○ 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;

contact@badmintonafrika.com

Subject heading should indicate: **Communication and Administration Officer**

All applications must reach the Secretary General by **Monday 12th December 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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