



Cape Town Tygerberg Local Football Association

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General Correspondence: gs@cttfa.co.za
Referee Correspondence: referee@cttfa.co.za

CTTLFA REGISTRATIONS ADMINISTRATOR

WAGES: R300 per day

REPORTS TO: CTTLFA Vice President: Registrations

LOCATION: CTTLFA Office / Rondebosch

Part Time

What the role is about

The CTTLFA Registrations Administrator is responsible for assisting the CTTLFA Management Committee and Portfolio Head in relation to all Member Club registration requirements.

This is a part-time position, and **the hours of work will depend on the workload** assigned by the CTTLFA Vice President: Registrations and/or the CTTLFA General Secretary.

What you will be doing

The CTTLFA Registration Administrator will:

- Registration Duties

- Manage the CTTLFA Registration Process with oversight from the CTTLFA Vice President: Seniors & Registrations.
- Capture member registration details accurately when registrations are submitted by clubs.
- Ensure that Member Clubs comply with registration requirements by checking submissions and rejecting those which fail to comply.
- Submit registration documents in a structured and orderly manner to SAFA Cape Town.
- Ensure control-sheets are signed on delivery of documentation to SAFA Cape Town and kept for internal record purposes.
- Liaising with Member Clubs when documentation requires resubmission or has been declined.
- Liaising with Member Clubs when cards have been returned from SAFA Cape Town and are ready for collection.



D Neilson (President), G Scholtz (Vice President), D da Silva (Vice President), R Anthony (Vice President)
C Jansen (Treasurer), J Asher (General Secretary), B Petersen (Head of Competitions)
Vacant (DC Convenor), G Nicholls (Head of Referees)

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- Capturing member registration confirmations when received from SAFA Cape Town.
 - Liaise daily with a designated representative of SAFA Cape Town and all stakeholders to ensure a smooth registration process is managed including scheduled collection of cards and delivery of documents.
 - Ensure scheduled visits to SAFA Cape Town are conducted on a schedule as defined by the CTTLFA Management Committee.
 - Document and report all registration problems if or when they arise.

What you need for this job

- Ability to capture information using Google Sheets and other capturing tools which may be used from time to time.
- Experience with CTTLFA and SAFA Cape Town registration systems is highly preferable
- Excellent organizational skills.
- Own transport essential (travel other than home to/from work will be reimbursed)
- Team player with the ability to lead and engage where necessary.
- Positive attitude
- Excellent written and verbal/presentation communication skills
- Ability to prioritize and meet deadlines
- Ability and willingness to work outside normal hours, including evenings and weekends.

What to do if you fit the criteria and want to work for CTTLFA

Qualifying and interested candidates must **submit their CV** to recruit@cttfa.co.za

Candidates who do not qualify for the role in terms of the submission requirements or relevant experience will not be entertained. The Management Committee will evaluate all applications based on merit, qualifications, and experience.

Due to the number of applications expected, if you do not receive a response within 30-days please consider your application unsuccessful.

The job specification is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organization.

All employees may be required to undertake any other duties as may be reasonably required.