

## **JOB VACANCY AT THE CONFEDERATION OF AFRICAN TENNIS**

The Confederation of African Tennis (CAT) is a continental sports organisation, which gathers 50 African National Tennis Federations' Members. The CAT Headquarters is based in Tunis – Tunisia. CAT's mandate is to promote and govern the sport of tennis in Africa. It works very closely with the International Tennis Federation (ITF). The major challenge of CAT is to make tennis one of the most popular sports in Africa, while imposing its top players at the highest level.

### **INTERNATIONAL OFFER**

*For its upcoming needs, CAT is recruiting:*

**JOB TITLE: HEAD OF CAT PROJECTS' COORDINATOR**

#### **Job description:**

The Head of CAT Projects Coordinator is the person who will run, administer and make the necessary follow up of the CAT projects activities with the cooperation of the CAT Staff and under the direction of the CAT General Manager aiming at the flawless execution of the projects.

The Head of CAT Projects' Coordinator shall be based at the CAT Headquarters and will be in charge within the CAT of the following responsibilities:

- 1- To assist the CAT General Manager on the update of his daily operations, in particular the organisation and the follow-up of the international mails considered important and requiring fast answers.
- 2- To make the necessary follow up, in association with the ITF Development Department and Officers in Africa and to administrate several CAT and ITF projects including:
  - The African 14 years & Under Team to Europe.
  - The African 16 years & Under Teams to Europe and Africa.
  - The African Circuits of 18 years & Under in East, West and Southern Africa.
  - The African Junior Teams' Championships Finals.
  - Part of the African 14 years & Under Circuit and Masters
  - The Junior Training Camps in the African Regions.
  - The African Coaches and Administrators' Workshops.
  - The African Training Centres.
  - The African Nations' Cup.
- 3- To assist the CAT General Manager on the preparation of the CAT Annual General Meeting, the CAT Executive Committee Meetings and the CAT Committees and Commissions' Meetings.
- 4- To help the CAT Manager and the CAT Web-Master on all matters concerning the CAT Communication, including:
  - The CAT Yearbook
  - The CAT Tennis News.
  - The CAT Website
- 5- To make the necessary follow-up with the CAT Manager concerning all financial files within the CAT.
- 6- To be called to any other activity having a direct relationship with the CAT Administrative affairs.

## **Skills required:**

### **Essential**

- \* Bachelor's degree or equivalent in business, administration, sports or related field
- \* Fluent in written and spoken English and French; other languages are desirable.
- \* Effective interpersonal, communication and supervisory skills are important, and the ability to manage relationships within a team
- \* Sound experience and understanding of tennis activities, including National Association activities and structure; junior tennis event operations and rules and regulations
- \* Excellent time management, skilled in delivery of multiple and complex projects and delivering to hard deadlines
- \* Strong administration skills and attention to detail/accuracy.
- \* Ability to prioritise and work on own initiative in an efficient and timely manner.
- \* Integrity, diplomacy, and accountability.
- \* Highly organised and self-motivated
- \* Strong communication skills with a professional approach
- \* Coordinate with CAT Communications team on Press Releases and global amplification of messaging at key newsworthy moments.
- \* Ability to work under pressure and deliver work to deadlines

### **Desirable:**

Involving as tennis player, coach or administrator

Understanding tennis and the work of the CAT and ITF

### **The CAT will offer....**

- \* Good Salary
- \* 26 (open) days holiday per annum plus official holidays
- \* Housing allowance for expatriates
- \* One yearly air ticket from home country to Tunis and return
- \* Full affiliation to the National Social Security Fund of Tunisia (CNSS)
- \* All coverage of imposed taxes to the Tunisian Government
- \* Working hours: Monday to Friday: 8:45 to 17:15 with a 40-minute lunch break (although weekend work and longer hours are a part of the role when travelling)

### **Application process:**

Please **Email** your CV and cover letter to [contact@cattennis.com](mailto:contact@cattennis.com) including **Head of CAT Projects Coordinator** in the subject line of your email

Deadline for receiving applications: **31 March 2023 @ 23:59**

In case there is high volume of applications we receive, we are unable to respond individually to candidates, therefore only successful candidates will be contacted for an interview. Please note that interviews may be conducted via video call.