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JOB ADVERTISEMENT: TOURNAMENTS COORDINATOR

Organisation: Tennis South Africa (TSA)

Position: Tournaments Coordinator (Full-Time)

Location: Centurion, South Africa (with national travel)

Applications Open: 1 December 2025

Applications Close: 4 January 2026

Email Applications To: careers@tennissa.co.za

About Tennis South Africa

Tennis South Africa (TSA) is the national governing body of tennis in South Africa, committed to growing the game, driving transformation, and ensuring the long-term sustainability of the sport. TSA works with district, provincial affiliates, clubs, schools, and partners to deliver opportunities for players of all ages and backgrounds.

To support our expanding tournament portfolio, TSA seeks a dynamic and highly organised full-time Tournaments Coordinator. This role is central to the successful delivery of our national and international competitive pathways.

The Role

The Tournaments Coordinator will be responsible for the efficient administration and logistics of TSA's key tournament programmes. This full-time role requires exceptional organisational skills, attention to detail, and a passion for tennis. The key responsibilities includes:

- **Masters Tennis Coordination** - Overseeing the TSA Masters programme for players aged 30+, including calendar management, tournament approvals, entries, rankings, and on-site support.
- **International Events** - Providing comprehensive administrative and logistical support for international events i.e. World Tennis Tour, Davis Cup etc hosted in South Africa.
- **Tournament Administration** - Managing tournament applications, fact sheets, player entries, withdrawals, acceptance lists, and results reporting across all assigned events.
- **Rankings and Reporting** - Ensuring accurate calculation and publication of national rankings. Preparing detailed reports, proposals, and updates for TSA committees and stakeholders.





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- **Logistics and Compliance** - Coordinating event logistics with venues and partners. Assisting with the implementation and adherence to tournament regulations and codes of conduct.
- **Stakeholder Communication** - Serving as a key point of contact for tournament organisers, clubs, district / provincial affiliates, and international bodies.
- **Office Administration** - Providing general administrative support for the tournaments department and TSA office.

Requirements

Applicants should demonstrate:

- Strong administrative and organisational skills with an exceptional eye for detail.
- Computer literacy: proficiency in MS Office (especially Excel), email systems, and basic website updating skills.
- Proven experience in event coordination or logistics, preferably within a sporting environment.
- Excellent time management and the ability to manage multiple projects and deadlines simultaneously.
- Good written and verbal communication skills, with experience in stakeholder management.
- Ability to assist with budget management and financial tracking.
- Fluency in English (additional South African languages are an advantage).
- Flexibility to work weekends and travel nationally as required by the tournament calendar.
- A genuine passion for tennis and commitment to TSA's mission of transformation and growth.

Education & Knowledge

- Diploma or Bachelor's degree in Sports Management, Administration, Event Management, or a related field (or equivalent practical experience).
- A strong administrative background; comprehensive knowledge of tennis structures and tournament systems is a significant advantage.

Experience

- 1–3 years of experience in event coordination, office administration, or logistics.
- Exposure to working with sports clubs, schools, or federations is beneficial.





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- Proven experience managing complex calendars, high-volume correspondence, and multi-level stakeholder communication.

What TSA Offers

- A 24-month fixed-term contract with the option of renewal. Commencement date and specific details will be discussed with short-listed candidates
- Remuneration package: R180 000 per annum
- Medical aid contribution.
- Opportunities for professional development in a national sporting body.
- A dynamic, inclusive, and supportive working environment at the heart of South African tennis.

How to Apply

Please send your **CV and a tailored cover letter** to careers@tennissa.co.za with the subject line: **Tournaments Coordinator Application**.

Applications open on **1 December 2025** and close on **4 January 2026**.

TSA reserves the right not to fill the position should a suitable candidate (as determined by TSA) not be found. Should you not have heard from TSA by 20 January 2026, you should consider your application to have been unsuccessful.

TSA is committed to the Transformation imperatives of the Department of Sport, Arts & Culture ("DSAC") and the South African Sports Confederation and Olympic Committee ("SASCOC") as contained in, amongst others, the Transformation Charter for South African Sport. These imperatives will be considered in this appointment.

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