



269 Von Willich Ave 
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Reg. No. 2000/018796/08

Job Specification: COMMUNICATIONS AND EVENTS COORDINATOR – Tennis South Africa.

Tennis South Africa is looking to appoint a Communications and Events Coordinator to assist with the federation's Communications and key events. If you believe you are a suitable and qualified candidate, please send your CV and a covering letter to: careers@tennissa.co.za. Applications close at 16h00 (SA time) on Friday, 31 May 2024.

Job Title: Communications and Events Coordinator

Reporting to: Head of Commercial, Communications, and Stakeholder Management of Tennis South Africa

Department: Communications

Location: 269 Von Willich Avenue, Corporate Park 66, Block D, Ground Floor, Centurion, Gauteng

Commencement Date, Contract, and Remuneration Package: To be discussed with short-listed candidates. However, for clarification, this is a 24-month fixed-term contract role with the option of renewal.

JOB PURPOSE:

The Communications and Events Coordinator will be responsible for supporting the communications, marketing, and events team in organizing and executing internal initiatives and events alongside the Head of Commercial, Communications, and Stakeholder Management. Responsibilities include managing social media platforms, content development and curation, creative and professional writing, managing internal platforms, and providing ad hoc administrative support. A successful candidate in this position will work closely with and report to the Head of Commercial, Communications, and Stakeholder Management.

RESPONSIBILITIES:

Social Media:

- Manage social media platforms including Facebook, Twitter, LinkedIn, Instagram, and YouTube by creating engaging content, scheduling posts, and monitoring interaction.
- Create a Social Media Calendar.

Communications / Public Relations:



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- Work closely with the Head of Commercial Communications and Stakeholder Manager to develop content calendars and strategies to enhance brand presence and engagement on social media and Public Relations.
- Prepare visual aids, press releases, and organize media events.
- Arrange staff social activities and create team-building opportunities.
- Assist in the creation and distribution of internal communications materials such as newsletters, posters, emails, announcements, and presentations.
- Improve and maintain the company website and all social media platforms to keep the public informed and improve the company image.
- Handle all media inquiries with prior approval from Management.

Internal Events:

- Assist in the planning, coordination, and execution of domestic and international events, team meetings, etc.
- Coordinate with external vendors and suppliers to ensure the timely delivery of event materials and services.

Administrative Tasks:

- Provide administrative support as needed, including but not limited to taking minutes, filing, travel and event logistics, and coordinating meetings.
- Monitor and track event and social media analytics to measure the effectiveness of campaigns and initiatives.
- Stay updated on industry trends and best practices in communications, events, and social media marketing.

Collaboration:

- Work closely with cross-functional teams, including tournaments department, coaching, High Performance, and wheelchair tennis, to ensure cohesive and effective marketing efforts.
- Foster good relationships with key stakeholders, media, government, provinces, players, and coaches.

REQUIREMENTS:

BEHAVIORAL COMPETENCIES:

- Ensures Accountability
- Plans and Aligns
- Collaborates
- Communicates Effectively
- Interpersonal Savvy





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- Drives Results
- Customer Focus
- Tech Savvy

SKILLS:

- Action Planning
- Computer Skills
- Planning and Organizing
- Verbal Communication
- Attention to detail
- Adaptive Mindset
- Writing Skills

EDUCATION:

- Matric
- Bachelor's degree/National Diploma in Communications, Marketing, Public Relations, or related field.

EXPERIENCE:

- Minimum 2 years of previous experience in event planning, public relations, social media management, or communications is a plus.
- Strong organisational skills and attention to detail.
- Graphic design Skills are an added advantage.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and social media management tools.
- Ability to multitask and prioritise tasks in a fast-paced environment.
- Creative thinking and problem-solving skills.
- Valid driver's license.

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 the 15 June 2024 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.