



CHIEF EXECUTIVE OFFICER ("CEO") ATHLETICS SOUTH AFRICA

(Full-time 5 Year Contract position, renewable based on performance)

Salary: Negotiable

Reports to: The ASA Board ("The Board")

- Consults the ASA Presidium decisions (ASA President, ASA vice-President and CEO) on key decisions
- Serves on the ASA Board in an ex-officio capacity

Reporting to the Chief Executive Officer

- All ASA employees and executives

Job Summary:

The CEO serves as the leading operations manager of ASA and, with the Board's direction, is responsible for the success of ASA. Together, the Board and CEO assure ASA's relevance to the wider athletics community, the accomplishment of ASA's mission and vision, and the accountability of ASA to its diverse constituent base.

The Board delegates responsibility for the management of the day-to-day operations to the CEO, and she/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides direction and enabling to the Board as it carries out its corporate governance functions.

Accountabilities

1. Legal compliance

- a) Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations on a macro and micro basis.

2. Mission, policy and planning

- a) Helps the Board determine ASA's values, mission, vision, and short and long-term goals.
- b) Helps the Board monitor and evaluate ASA's objectives, its effectiveness, and its results relevant to its constituency.
- c) Keeps the Board fully informed on the condition of ASA and on all the important factors influencing it.
- d) Identifies problems and opportunities and addresses them; brings those which are appropriate to the
- e) Board and/or its sub-committees; and facilitates discussions and deliberations. Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions to the Board for consideration.
- f) Keeps informed of developments involving athletics on a World-Wide basis, an African basis and most importantly on a South African basis.

3. Management and administration

- a) Provides general oversight and management of all ASA administrative activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organisation.
- b) Assures programme quality and organisational stability through development and implementation of standards and controls, information systems and procedures, and regular evaluation thereof especially with regard to the personnel employed by ASA.
- c) Assures a work environment that recruits retains and supports quality staff. The CEO will also be responsible for the smooth and efficient process for selecting, developing, motivating, and evaluating staff.
- d) Recommends staffing and financing to the Board.
- e) In accordance with Board action and approval, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- f) Specifies accountabilities and responsibilities for management personnel and evaluates performance regularly.
- g) Responsibility for hiring and firing of ASA staff and management personnel, within the framework of the country's labour legislation and in consultation with the ASA Presidium.

4. Governance

- a) Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- b) Works with the ASA President to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- c) With the ASA President, focuses Board attention on long-range strategic issues.
- d) Manages the Board's due diligence process to assure timely attention to core issues.
- e) Works with the Board members to get the best thinking and involvement of each Board member and to assist each Board member where relevant.

5. Financing

- a) For originating an annual budget which reflects a well-run, cost-effective organisation, whilst ensuring an acceptable level of quality.
- b) For overseeing the fiscal activities of the organisation including budgeting, reporting and audits.
- c) For working with the ASA Board to identify financing needs to support short- and long-term goals for but not limited to events, administration, athlete and coaching programmes.
- d) For ensuring that ASA has an effective fundraising programme to meet ASA's budget and for assisting and guiding and enabling the ASA Board, in this decision making process.
- e) For assisting the ASA Board in appointing Marketing Agent/s, if necessary. For managing these Agent/s, according to the direction provided by the ASA Board.

ATHLETICS SOUTH AFRICA NPC

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6. Development Initiatives

- a) Facilitates the integration of ASA's development programme into the fabric of the wider athletic community by using effective marketing and communications activities.
- b) Listens to clients, volunteers, donors and the athletic community in order to improve development programmes and services and to generate community involvement. For ensuring community awareness of ASA's development initiatives.
- c) Serves as chief spokesperson for ASA according to the strategic guidelines as provided for by the ASA Board, assuring proper and professional representation of ASA at all times. The ASA President shall at all times be responsible for addressing the media on matters of political and strategic importance.
- d) Initiates, develops, and maintains cooperative relationships with ASA Provinces, national coaches and elite athletes.

7. CEO's Limitations:

(See relevant ASA Board policies)

Physical Demands/Working Conditions:

This is a high-stress position based on full responsibility for the ASA administrative operations. The CEO will handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and will need to make rapid decisions regarding administrative issues.

The CEO will plan and implement programmes and establish strong and appropriate relationships with the ASA Board, committees, volunteers, staff, sponsors, agents, media and clients. He/she will need to develop smooth and constructive relationships with his/her executive colleagues, outside agencies, organisations and individuals.

The CEO will need to have exceptional skills in planning and meeting deadlines. At all times he/she will need to maintain a flexible work schedule to meet the demands of the operational management needs of ASA. This goes without saying that the working hours may be long and irregular.

The CEO will at all times convey a professional and positive image and attitude regarding ASA and he/she will demonstrate a commitment to continued professional growth and development of ASA at all times.

Qualifications: A Bachelor's Degree is required failing which a minimum of 5 (five) years' experience in a senior management position with a recognised organisation is required. As CEO, this individual demonstrates critical competencies in five broad categories: a thorough knowledge of athletics at all levels, a commitment to results, business and financial savvy, leading change, and motivating staff and colleagues.

A thorough knowledge of athletics at all levels: The CEO will be able to converse in technical terms with coaches, athletes and officials through his thorough understanding of the dynamics "on and off the field" of athletics. The CEO's credibility stems from his/her intimate knowledge of athletics and who the key role players are.

Commitment to results: The CEO is a systems thinker who is athlete and customer focused and goal driven. This individual is proactive and identifies relevant information and helps transform this information into individual and organisational knowledge, learning and action. The CEO is action oriented and innovative. She/he translates broad goals into achievable steps.

She/he anticipates and solves problems and takes advantage of opportunities and is a self-starter and team player. The ASA Board will measure the CEO's performance on a basis.

Business and financial savvy: As ASA's operational leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.

Knowledge in the following areas is required: Human resources, finance and personnel; oral and written communication; planning and evaluation; and corporate governance. ASA Financial Manager will report directly to the CEO and he/she will be versed in interpreting a Balance Sheet, Income and Expenditure and Management Accounts.

Some general knowledge of fundraising is also preferred. A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Leading change: The CEO possesses the skills and implements the functions of a leader. He/she shares ASA's values, mission and vision. He/she consistently displays integrity, models behaviour, develops people and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.

Motivating: The CEO manages continuity, change and transition. This individual knows how to influence and empower others. He/she addresses the impact of attitude and action on ASA and its members.

INSTRUCTIONS TO APPLY

Applicants should forward a Comprehensive CV to Atlehang Mofokeng at Atlehangm@athleticsa.co.za or can deliver by hand to the ASA office at No. 3, 11th Avenue, Houghton Estate, Johannesburg, 2198. Monday's – Friday's from 09:00 – 15:30.

Applicants who are shortlisted will be contacted by no later than a month of the closing date.

Applicants who have not been contacted by then should assume that they have not been successful.

Please note that Athletics South Africa reserves the right to not fill the position.

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Closing Date: 25 May 2026

Vacancy Circular: 01/2026