



ERASA NOTIFICATION #8 OF 2024

4 November 2024

ASSISTANT TO THE ERASA GENERAL MANAGER

ERASA requires the part-time services of an individual with excellent administrative and communication skills to assist the ERASA General Manager.

Preferably be based in Gauteng and have a good knowledge of Endurance.

He/she will report directly to the ERASA General Manager.

Remuneration will be based on the skills level of the appointed candidate.

Responsibilities of the Assistant to the General Manager include, but are not limited to:

1. Assist Admin Clerk with day-to-day tasks regarding memberships and horsepassports i.e. ensure that all relevant forms and applications have been completed and loaded onto either member of horse profile.
2. Check website and database on a regular basis.
3. Ensure that ride calendar is updated regularly on the website.
4. Liaise with club secretaries and provincial representatives regarding important dates during the year, i.e. ride calendar, AGM, yearly registration
5. Maintain results and rankings
6. Received ride reports and results timeously and load onto website and ride profile, check results and if correct load on website, if not query the timekeeper, ride master and organiser of the event
7. Load all invitations onto ERASA database for online entries
8. Each year Form I and FEI calendar requests to be received by no later than the 31 August, update the following year calendar and send to provinces to check by no later than the 12 September of each year.
9. FEI entries to be process on the FEI entry system
10. All Draft Schedules to be sent to SAEF for onward transmission to FEI for approval.
11. Furnish FEI with all novice phases for both horses and riders when requested
12. Assist at Fauresmith and SAIC rides, budgets to be kept for both events and submitted regularly to the Treasurer of ERASA.
13. Ensure that events categorisation requests are submitted 10 weeks prior to the events.
14. When National colours are to be awarded NC1 and NC2 are to be submitted to SAEF for approval by SASCOG.
15. Clothing and blazer orders for teams whether National, ERASA or Federation colours.
16. Daily payments to be set up and set to treasure with corresponding documentation to be sent to the Treasurer to release.
17. Liaising with SAEF and/or attend meetings at SAEF offices.
18. Establish and maintain office filing.
19. Perform confidential secretarial duties at as determined by ERASA Executive or Council.
20. Attend all council meetings, and assist with council requests and admin.

Please submit your CV to erasagm@erasa.co.za no later than the 8 January 2025, no late submissions will be accepted.

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