



Job Description: Sanjamb 2021 – Deputy Camp Chief Administration

Sanjamb is a National event of SCOUTS South Africa which is held every 4 years

Role Purpose

To lead, manage and monitor the effective administration of Sanjamb in accordance with SCOUTS South Africa (SSA) Constitution, Organisational Rules and Policies.

To represent the interests and views of the Sanjamb Planning Committee and the Chair: Sanjamb in all interactions and communications.

Functions

- a. Propose, develop and monitor the necessary planning for the administration of the event, to enable the highly successful administration of Sanjamb, building on the experiences of previous events.
 - b. Receive input on the administration from the Chair: Sanjamb and the CEO
 - c. Lead and manage the administration team for Sanjamb 2021.
 - d. Ensure the identification of all pertinent administrative risks in connection with the delivery of the event and develop strategies for appropriate management, mitigation and or/risk acceptance.
 - e. In conjunction with the Chair Sanjamb perform any other duties as may reasonably be required to ensure a successful event
1. Establish a team with necessary expertise to plan and execute the administration of the event in 2021, in conjunction with the Chair: Sanjamb and the CEO
 2. Have regular meetings before the event and follow up meetings after the event with the Chair Sanjamb and the CEO to discuss the progress, issues and challenges
 3. Work closely with the Camp Chief : Operations and the Chair: Sanjamb, to coordinate the planning and avoid gaps in the planning
 4. Participate in regular Sanjamb 2021 planning meetings as arranged by the Chair: Sanjamb and organise regular administrative team meetings.
 5. Perform / implement any project / task / assignment, as required by the Chair: Sanjamb.

Previous experience

1. Knowledge and insight into the ethos of Scouts SA and its Policies for Financial Administration and administration of large events.
2. Have held a similar role for a large event or have experience in the administration of large events

be prepared...

Report to: Chair Sanjamb
Peers: Camp Chief Operations

Period of Warrant

From appointment date until 6 months after Sanjamb 2021.

Appointment Procedure

Process as described in the Adult Support Policy.

Other Agreed Tasks

As agreed from time to time with the Chair Sanjamb