



VACANCY FOR A PART-TIME MANAGEMENT POSITION AT
OCEAN SAILING ASSOCIATION OF SOUTHERN AFRICA

Position title: Operations Manager
Place of work: Work from home/remotely
Reporting to: OSASA Directors
Hours of work: Up to 25 hours/week
Salary: To be advised

Attributes sought: The applicant needs to be able to demonstrate:

- Previous work in a senior position in a sailing related organisation
- A familiarity with ocean and offshore sailing boats; an understanding of the lifestyle of ocean cruisers and the terminology and the limitations of communications with these boats
- An ability to work with and relate to Government organisations at a senior level in South Africa
- A working knowledge of digital applications particularly Microsoft 365 applications and especially Customer Relations Management systems
- an ability to write clear concise English

Scope of duties:

1. Supervision of the Administrator position

2. Management of the administrative process for incoming boat registration.

Every yacht classed as a Small Craft (under 100' or 50 GRT) coming in to South Africa from offshore or another country has to report to Dept of Transport for authorisation prior to arrival. This is handled by OSASA through an online registration on the website www.osasa.org.za and registration data is stored in a powerful computerised CRM system on the Microsoft Dynamics platform.

The initial registration data needs to be validated by the admin in order to proceed with the process. After data verification a summary of entering vessels is automatically submitted to DoT 3 times a week by email. 3 days before arrival, a second summary of information is automatically sent to Port Health requesting a health pratique. On receipt of this from the relevant Port Health, the system is again

validated, and emails are automatically sent to Immigration, Customs and the yacht club/marina in the relevant entry Port Of Entry to advise of the yacht's intended arrival. This process needs constant oversight to check that emails have been sent and sent to the correct people.

There are usually a fair amount of queries during this process, both from the incoming skipper and from the port authorities, which all need to be answered. In both Richards Bay and Durban, OSASA has set up a system whereby Immigration and Customs are notified by WhatsApp immediately the yacht arrives and ties up at the quarantine dock, so the officials are able to come to the yacht to process and provide clearance into the country either at the quarantine dock or at a designated area in the Yacht Club or Marina. The other Ports of Entry still require the skipper and crew to visit their offices for clearance.

It is up to the individual skipper to arrange berthing at a yacht club or marina once processed.

The above process for registration and entry authorisation is charged to the boat by OSASA and payment is made by credit card in the registration submission; payment has to be checked with each entry and non-payment dealt with accordingly.

3. Interaction with authorities

This area is predominantly unseen but is of vital importance, namely the interaction with all the various port authorities and maritime departments to ensure we are all on the same page and all complying with the same processes. It is also important to both host and/or attend port and DoT meetings. It is vitally important to maintain a good and personal relationship with these individuals, both to ensure due process but also to ensure that we are able to keep the needs and requirements of cruisers in the eyes of the authorities, so that they do not impose additional or stringent red tape and/or costs on this leisure sailing community. The important departments are Dept of Transport, MSCC, SAMSA, Dept of Health, BMA, TNPA (essential for development and upgrading of cruising facilities and also for ongoing yacht club leases), as well as all the port authorities eg Port Control, Water Police, Dept Fisheries etc.

The one additional area where contacts still need to be developed for OSASA is with tourism in the various provinces and ports.

Applications should be sent by email to info@osasa.org.za with applicant's personal data, contact data and description of suitability for fulfilling the above criteria.