



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

Position title: Administrator  
Place of work: Work from home/remotely  
Reporting to: Operations Manager  
Hours of work: Up to 10 hours/week  
Salary: To be advised

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

- an ability to write clear concise English
- a familiarity with Social Media, notably What's App and Facebook
- Digital applications ability particularly Microsoft 365 applications
- Construction and maintenance of websites
- A familiarity with ocean and offshore sailing boats; an understanding of the terminology and the limitations of communications with these boats

Scope of duties:

1. Management of the OSASA website [www.osasa.org.za](http://www.osasa.org.za) There are several sections of this which require periodic updating as new information becomes available, as contacts and regulations change.
  - 1.1. SA Requirements - legal and practical requirements in order to enter South Africa, covering visa requirements and extensions, VAT refunds, pet entry, Customs regulations, vaccinations required.
  - 1.2. SA Ports - lists a page for each of the 7 ports of entry with full particulars for that port, plus a page for several other major ports.
  - 1.3. Surrounding Countries - lists a page for each of the Indian ocean, East and West Coast of Africa countries that yachts will travel from, doing the same as above.
  - 1.4. Coastal Sailing - gives info on smaller harbours and anchorages when coastal sailing.

There is a constant need to keep these pages current, plus a need to add additional pages as required to expand the OSASA offering to cruisers.

The above is not a daily task, but one which needs to be monitored regularly to keep all information current and correct, as this is what cruisers will rely on.

2. Produce a monthly Newsletter.

The applicant will need to source suitable material for a monthly newsletter, follow up leads from OSASA staff, solicit articles and accounts from cruisers.

write articles where necessary, edit all material and format the finished edition for email distribution

### 3. Management of Social Media

OSASA runs a Facebook page, and two WhatsApp groups (Sail to South Africa & Sail South Atlantic). Work involves regular updates, information, responses to queries, assistance to cruisers. The latter two are very active in the season, Facebook not so active. We do not at this stage have any others, and the question is always - should we concentrate of what we have or broaden the outreach? You-tube, Instagram etc etc? It is meant to reach out to those already cruising, to answer questions, to bring people together - not to be the biggest and best?

### 4. Maintain an electronic database of cellphone/email contacts with OSASA Directors and staff, OSASA Affiliates, Yacht Club officials and officials in relevant government organisations- predominantly Port Health, Port Operations, Immigration and Customs.

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