



Job Description

1. Job Particulars:	
Job Title: Account Manager	Department: Commercial and Communication
Direct Reports: None	Travel Required: Yes
Reports to: Senior Account Manager	Job Grade: D1
2. Purpose of Job:	
• Delivery of rights and management of relationships with commercial partners and other stakeholders to ensure the timeous and satisfactory delivery of SA Rugby's commercial programme.	
3. Key Results/ Accountabilities expected from the Job	
• Maintaining cordial relationships with commercial partners • Ensuring rights are delivered as per contract by SA Rugby's teams, provinces and staff • Ensuring or assisting in the delivery of commercial rights at SA Rugby events • Protecting partner rights by monitoring the commercial environment to guard against infringement • Build and maintain relationships • Contact person for sponsors questions and queries including contractual/ invoicing • Regular feedback and catch-up calls • Proactively manage relationship between sponsor, tournament owners and teams • Continuously look for additional opportunities to add value to sponsors and stakeholders • Assist Commercial Agency in selling or retaining potential sponsorships • Ensure delivery of contractual rights and obligations • Relationship management with franchises to effectively deliver rights - • Work closely with internal structures to plan and deliver rights – Marketing, Communications and Rugby Department, • Work closely with commercial agents to ensure key project deliveries • Responsible for managing budget for rights delivery – regular feedback sessions with Snr Account Manager • Assist Senior Account Manager to ensure accurate sponsors matrix • Liaise with Legal department on contractual question and queries, and when finalizing contract and participation agreements • Liaise with Rugby Department to ensure cognisance of sponsors rights • Monthly meeting with Senior Account Manager to provide rights delivery feedback / updates • Relationship management between tournament hosts/ LOC and sponsors • Relationship management with franchises to effectively deliver rights • Managing an Event specific rights matrix which is "check marked" • Ensure delivery of event specific branding in collaboration with SA Rugby appointed Branding/ Activation company • Monitor commercial environment including digital platforms to ensure rights are not infringed • Liaise with provinces to ensure they do not infringe partner rights • Advise and liaise with legal resources and licensing agents to act in the event of breach • Liaising with commercial partners to manage the relationship in the event of breach	
4. Experience & Expertise (Typical educational qualifications & experience)	



a. Educational background

Sales Management or Marketing Diploma –(Essential)
Social Media knowledge - Essential

b. Experience (years and nature)

- 3-5 managing Commercial/Sponsor's rights- (Essential)
- 1 – 3 years' experience in management of budgets- (Essential)

5. Critical Competencies and Skills

- **Core Competencies**
- **Leadership & People Development** -Provides support and shares knowledge with peers. Welcomes feedback and learning.
- **Resilience** -Seeks support when overwhelmed and takes initiative to manage stress and emotions constructively.
- **Operational Excellence & Ambassadorship** -Delivers assigned tasks reliably and upholds SARU's values in everyday actions.
- **Agile Innovation & Adaptability**- Responds to change with flexibility. Open to learning and trying new ways of working.
- **Collaboration & Communication** -Shares relevant information clearly. Listens to understand and contributes constructively in teams.
- **Strategic & Commercial Thinking**- Understands SARU's goals and considers basic resource and financial impacts in decision-making.
- **Technical and Business Competencies**
- Attention to detail
- Project management
- Computer literacy
- Driver's license
- Financial and Budgeting