



KENYA GOLF UNION

Job Description
Kenya Golf Union Programs Assistant
Reporting to: Golf Development Officer

Job Summary

The role entails supporting the Kenya Golf Union programs including handicapping, membership, tournaments and golf development initiatives.

Responsibilities

Working together with the KGU Personnel, the programs assistant will:

- Record, track, and ensure that affiliation fees are paid and are up to date.
- Support clubs, administrators, and golfers in the use of the handicapping system.
- Maintain customer confidence and answer all technical service questions from golfers and golf clubs.
- Assist in the panning of Tournaments including registration, communication, payments, draws, meals, and presentations.
- Coordinate live-scoring activities during the tournament including system setup, training scorers, and verifying scores.
- Produce results, work out the prize money distribution and rankings when applicable.
- Prepare and send results to the World Amateur Golf Ranking (WAGR) for the WAGR Ranked Tournaments.
- Maintain a database of golf officials, players, coaches and referees.
- Schedule, attend, take minutes, follow up on action points and prepare monthly reports from the KGU Tournaments Committee and G4D meetings.
- Support in the Kenya Golf Development initiatives including training and resource distribution.
- Coordinate the logistics of international tournament participation.
- Perform any other task arising from time to time as required.

Requirements

- Bachelor's degree and/or professional qualification in Sports Administration
- Familiarity with Information Technology Tools and ability to learn new systems.
- Knowledge of the World Handicapping System (WHS) is an added advantage.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work well under pressure and meet deadlines.
- Knowledge of the Game and Rules of Golf is an added advantage.
- Strong interpersonal skills.

- Strong written and verbal communication skills
- Strong attention to detail and follow through
- A good team player.

If interested, send your application to info@kenyagolfunion.org Deadline for application is 15th March 2025.