



The IAAF is seeking to recruit an Events Manager in a full time position.

Total fluency in English and good command of French are required.

Candidates should submit a cover letter, resume and salary expectation to IAAF at job012014@iaaf.org before the end of February

No phone calls please.

GENERAL RESPONSIBILITIES

- Within Events section of General Secretariat, join team of 2
- Assist the General Secretary in planning and coordination of the IAAF World Athletics Series (WAS) and competitions of the Olympic and Youth Olympic Games (planning, operations)
- Liaising with respective Local Organizing Committees (LOCs) of the above events and the relevant IAAF departments
- Management of IAAF Delegations for the above events (accreditation, accommodation, transport, logistics)
- Assisting in the WAS bidding process

MAIN TASKS

- Manage planning and coordination with the WAS Event Planning Process framework and tools Event Organisation Agreement, (Technical guidelines), Master Schedule, to monitor the activities of the Local Organizing Committees (LOCs).
- Assist the General Secretary, Chairs of IAAF Coordination Commissions or Organizational Delegates in their duties and when reporting to IAAF Council. Prepare, organize, and follow-up on coordination and general site visits in conjunction with relevant IAAF departments and with the LOC planning team
- Operate Master Schedule tool (critical path and major milestones function by function adapted to different WAS events)
- Ensure transfer of knowledge from one WAS event to another. Collect and classify key planning documents in internal library, draft post-Event reports working with the LOC's and relevant IAAF departments, input into bidding cities' information workshops when applicable, etc.
- Manage key contractual documents between IAAF and LOC's, (keeping them up to date and ensure they are consistent)
- Manage travel, accommodation, transport and logistics for IAAF delegations at given WAS events and Olympic and Youth Olympic Games
- Assist General Secretary in running regular internal event coordination and management forums (Event Coordination Meetings)
- Act as Liaison Officer for Evaluation and Coordination Commissions where applicable
- Assist in the bidding phase of WAS events: e.g.: Participate in the technical review process of candidate cities' application together with relevant departments

REQUIREMENTS

Work experience and education

- 3 years professional experience minimum, in overall organisation, management, planning and/or coordination of large global sporting (or other) events (Olympic Sports World Championships, multi-sports games (Olympic, regional, community Games), World Championships of sports International Federations, other)
- Bachelor University degree in business or industrial administration
- Know-how in the event planning process set-up and running of large global sporting events: Concepts, IT tools, Master Scheduling, operational planning, coordination and reporting
- Familiar with evolving in multicultural, international and diversified environments
- Total fluency in English and good command of French language (both written and oral). Knowledge of other languages would be an asset
- Knowledge of concepts, principles and applications for planning tool software like MS Project
- Advanced command of information technology, in particular of Word, Excel and PowerPoint software

Skills required

Values and attitude

- Respectful of IAAF values, vision and mission as well as organization
- Ability to create a working environment where respect and fair play are key values
- Promoter of communication and teamwork to collectively contribute to improving performances
- Interest in sports, and more specifically athletics

Social Skills

- Good communication skills and ability to share information efficiently
- Awareness and consideration towards multiple cultures
- Diplomacy and tact
- Keen sense of confidentiality

Skills related to the job

- Sense of responsibility at management level
- Ability to approach and execute processes in a rigorous manner
- Ability to work under stringent deadlines and stressful situations
- Autonomous and highly organised
- Ability to prioritise and manage the unexpected
- Initiative and anticipation
- Strong culture of achieving results and servicing