



## JOB DESCRIPTION

### Sports Department

Function : Junior Project Manager

Activity level : 100%

#### Mission

- ▶ **Coordinate the collaboration between the World Olympians Association (WOA) and the IOC Departments to enhance the development of the WOA.**
- ▶ **Support various IOC Athletes' Commission related projects.**

*Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.*

*In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.*

#### Maximum duration contract until 31 December 2015

#### Main responsibilities

##### WORLD OLYMPIANS ASSOCIATION (WOA)

- Support WOA in the coordination of events, including the Olympic Reunion Centre and World Olympians Forum.
- Coordinate all communication between WOA and the IOC Athletes' Commission and various IOC Departments (Legal, TMS, Communications, Finance, Olympic Museum, etc.)
- Provide administrative support for WOA, including preparation of expense forms and documents, correspondence, filing, ordering supplies, etc.;
- Assist WOA CEO and Members of the Executive Committee with the planning and coordination of Meetings;
- Prepares presentations and reports

##### IOC ATHLETES' COMMISSION

- Assist with various IOC Athletes' Commission related projects;

##### OTHER AREAS

- Support the functions of the Sports Department in various areas.
- Help with administration and logistics at various levels.
- Generally help colleagues when priorities and urgent situations require it.

#### Training; language and IT competences

- University degree or equivalent qualification in sports management.
- **Mother tongue English** or French with excellent command of English
- Project management experience.
- Excellent knowledge of Microsoft Office software (Word, Excel, PowerPoint and Outlook)
- Knowledge of the sports world (Olympic Games, International Federations).



## **Technical, organisational and personal competences**

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- Keen sense of priorities to ensure efficient management of projects and deliverables; ability to multitask; assiduity in following up files
- Ability to organise one's own schedule and make use of internal and external resources to meet expectations
- Proven discernment in decision-making
- Sense of confidentiality and appropriate communication of information
- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment and still respect deadlines
- Attention to detail and ability to resolve problems creatively
- Ability to consider interpersonal differences as a source of added value and interact constructively with all kinds of people.
- Prior work experience is an advantage.

## **Behaviour and attitude**

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- Respect the internal rules of conduct and all instructions and procedures in place (i.e. Information Security, Code of Ethics, etc).
- Excellent command of the corporate tools and follow the internal user rules (LiveLink, Outlook, etc.)
- Full collaboration and knowledge transfer
- Discretion and loyalty
- Positive attitude, open-mindedness
- Diplomacy and flexibility
- Ability to adopt a neutral point of view and listen actively to the parties concerned in order to find an appropriate solution and refocus efforts on the tasks to be accomplished
- Conscientiousness and discretion combined with strong professional ethics
- Ability to maintain a positive and reassuring working atmosphere in all kinds of environments through specific and reliable conduct
- Enthusiasm, great adaptability, responsiveness and efficiency