



JOB DESCRIPTION

Sports Department

Function : Project Manager -
summer sports section

Mission

Status : Manager

► **Support the review of the Olympic programme for the summer sports.**

Activity level 100%

► **Manage the research and institutional projects of the summer sports section.**

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.

Main responsibilities

Olympic Programme Commission

- Conduct the analysis of each summer International Federation within the framework of the review of the Olympic programme: development of questionnaire, management of external studies, and preparation of reports.
- Support the observations conducted to analyse the shortlisted sports for possible inclusion in the Olympic programme.
- Organise the Olympic Programme Commission meetings, including the preparation of documents and logistical elements.
- Manage the various activities of the Olympic Programme Commission.
- Develop the Olympic Programme Commission section on olympic.org.
- Manage the follow-up of the report of the Olympic Programme Commission: assessment of responses, liaison with internal and external experts, collaboration with summer International Federations, and update of dashboards.

Performance analysis

- Manage the Games-time research (television, Internet, press, general public survey) related to the summer sports: definition of scope, interaction with service providers, analysis of results and preparation of executive summaries.
- Manage the intelligence on summer sports by gathering internal and external studies and by developing relevant tools and key performance indicators.

Institutional matters

- Manage the institutional projects related to the Summer International Federations (e.g. International Federations development programme).
- Manage and deal with various projects/files as directed by the Sports Director and/or the manager of the section (e.g. review of summer International Federations groupings).
- Ensure the correct and timely filing of all paper and electronic documentation in accordance with the procedures in place.



Training and language and IT competences

- Master degree or professional experience deemed equivalent
- 3-5 years of project management experience
- Experience in consultancy considered as an asset
- Mother tongue English or French with a perfect knowledge of the other language
- Familiarity with Word, Excel and PowerPoint

Technical, organisational and personal competences

- Ability to establish a realistic, clear and efficient line of action to reach individual or common objectives
- Ability to produce high-quality, high-quantity results by adopting a pragmatic, efficient approach
- Ability to find agreement through mutual concessions when faced with the diverging interests of several people
- Ability to examine, understand and summarise complex information, subjects or issues
- Ability to consider interpersonal differences as an added value and to interact constructively with all types of people
- Ability to allocate responsibilities and tasks to the right people at the right time, as well as the resources needed to achieve these tasks
- Excellent command of corporate tools and compliance with the internal usage rules (LiveLink, Outlook, etc.)
- Ability to remain efficient within a changing environment and to adapt positively to new tasks, responsibilities or people
- Attention to detail

Behaviour and attitude

- Respect the Olympic values and internal rules of conduct and all instructions and procedures in place (e.g. Information Security, Code of Ethics, project management methodology, etc.)
- Collaborative approach and knowledge transfer
- Ability to express ideas or facts, both orally and in writing, in a clear, credible manner, with the aim of convincing and influencing all types of people
- Ability to remain focused on what people are saying, in order to identify the important information in spoken communication
- Positive attitude and open-mindedness
- Ability to assume responsibilities
- Ability to adapt in an environment in constant evolution
- Diplomacy and flexibility
- Desire to do a good job and discretion, combined with solid professional ethics
- Enthusiasm, reactivity and efficiency