



## JOB DESCRIPTION

### IOC Television & Marketing Services SA

Function : Project Manager, Olympic Channel

Status : Manager

Activity level 100%

#### Mission

- **Coordinate the Olympic Channel project for the TMS team and ensure the objectives are reached (costs, deadlines, quality and client satisfaction)**

*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

#### Project Management

- Support the TMS Olympic Channel team in project managing the successful launch of the Olympic Channel (OC).
- Give regular progress reports to the OC project team (indicators, slippage, obstacles, etc.)
- Ensures formal validation of the key project phases is obtained from the OC project team.
- Ensure that the actions of the various departments/functions are consistent with the objectives of the project plan and are executed according to the timeline.
- Facilitate / maintain the contractual relations with the project's suppliers and experts
- Conduct any analyses necessary to maintain and develop the efficient and effective execution of the project plan, taking into account the organisation's strategic priorities
- Follow up the project using indicators (quality, deadlines, budget and risks)
- Develop and organise the summaries, conclusions and/or recommendations necessary for decision-making by the OC project team or other relevant team(s)
- Establishes the end-of-project report and project closure (documents the experience/ knowledge acquired)

#### Coordination and monitoring of activities

- Act as a point of reference for all OC related activities, timing and overall coordination of the project
- Is responsible for ensuring respect of deadlines, quality of the deliverable and project budget
- Provide project reporting to the OC team, TMS team, OBS team and all other relevant departments and parties requesting information
- Organise all project team meetings with all relevant stakeholders; prepare the agenda and lead the meetings
- Coordinate the organisation and preparation of all 'high level' OC meetings (eg TOP Summit, monthly OBS meetings)
- Ensure the interaction and exchange of information between the OC team, TMS team, OBS team, relevant IOC departments and other stakeholders
- Coordinates the implementation of the project with the project team and various stakeholders (managing the change with those impacted)
- Maintain relations with the various departments/stakeholders to monitor and provide input to the creation and development of the action plans
- Monitor the project's budget and invoices, coordinating with Finance team



## **Training and language and IT skills**

---

- University degree or equivalent professional experience in business, marketing, advertising or related field; Higher education qualification or equivalent (master's/bachelor's degree, Federal diploma, etc.) a plus
- 5-7 years' experience of project management.
- Project management qualification an asset.
- English fluency both spoken and written, French an asset
- Excellent command of Word, Excel and PowerPoint.

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

---

- Demonstrated ability to project manage complex projects to successful conclusion within the set timeframe and budget
- Ability to demonstrate great tact and diplomacy to establish agreement through mutual consensus when faced with conflicting interests of several interlocutors
- Ability to establish very good relations with all levels of the organisation, while demonstrating great sensitivity and propriety with regard to shared information
- Great sense of detail and analysis with solid ability to examine, comprehend and summarise broad and complex problems
- Ability to motivate, lead, guide and make individuals and teams autonomous by developing and encouraging a shared vision of the objectives and priorities.
- Ability to establish a realistic, clear and efficient course of action, to achieve individual or joint objectives.
- Ability to produce qualitatively and quantitatively high results by adopting a pragmatic and effective approach.
- 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, and to allocate the resources necessary to carry them out.
- Excellent command of corporate tools and compliance with internal usage rules (Livelink, Outlook, etc.)

## **Behaviour and attitude**

---

- Respect of Olympic values and internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, project management methodology, etc.)
- Willingness to share/transfer knowledge
- Ability to clearly and credibly express ideas or facts orally and in writing
- Ability to convince and influence all types of interlocutors on the best way forward and/or willingness to accept and implement other proven methods
- Ability to travel upon request.
- Positive, 'can-do' attitude, open-mindedness
- High level of adaptability in a continually evolving situation
- Ability to face up to his/her responsibilities
- At ease in multicultural environments
- Ability to handle stress
- High sense of achievement and discretion coupled with strong work ethics;
- Enthusiastic, team player, responsive and helpful.
- Demonstration and proficiency in the TMS Culture: the ability to:
  - Think Business
  - Demonstrate a collaborative approach
  - Be proactive
  - Strive for excellence
  - Celebrate diversity
  - Act with integrity