



The IAAF is seeking a Director for its Regional Development Centre (RDC) in San Juan (Porto Rico) on the basis of an individual independent long-term consultancy contract.

The RDC Director shall report to the Director of the IAAF Development and Member Relations Department.

He/she must be fully bilingual in English and Spanish. French would be an asset.

Interested candidates should submit a proposal to the IAAF at offer@rdc.iaaf.org by 15 January 2015 in the form of a letter of interest and a resume of their experience as well as the annual consultancy fee they propose based on a long term agreement.

No phone calls please.

MISSION

Manage the RDC (operational planning and design / implementation / project management of all IAAF educational activities of CECS, TOECS, ACADEMY, Seminars and relevant educational topics).

MAIN RESPONSIBILITIES AND KEY TASKS

- Be accountable to the IAAF and shall comply with the instructions of the IAAF in relation to the provision of general services.
- Collaborate with the IAAF office, the Area Associations, Member Federations served by the RDC, and other national or international sports bodies.
- Devote his working time and attention as may be required for the proper performance of the Services.
- Be based at the RDC but shall travel as required for the proper performance of the Services.
- Act in, and use his best endeavors to promote and protect, the interests of the IAAF, the RDC and associated organizations of the IAAF such as member federations.
- Ensure the implementation of the IAAF Development Programme and coordination of the development and educational activities in its region.
- When needed, assist on specific projects related to Development and Member Relations Department activities
- Conduct regular audits of the Regional Development Centre s' educational activities

Administration

- Organize the efficient classification (physical and electronic) of educational files, documents, reports and minutes
- Ensure the management of key planning and project management milestones
- Work in close cooperation and good relationship with the Development and Member Relations Department team
- Provide support to the Development and Member Relations Department Team as requested by the Development and Member Relations Department Director

REQUIREMENTS

- Proven management and organizational experience in international sports or non-sports organization or corporations. Experience related to the Olympic Movement or international multi sports events would be a plus.
- Teaching experience, preferably in areas such as coaching, officiating or sports administration
- High education university degree management and good experience in Physical Education with specialization in Track & Field
- Professional experience in sports development (Track & Field).
- Used to evolve in multicultural, international and diversified environments
- Strong communication skills
- Proficiency in English and good level in Spanish. French, would be an asset
- Perfect and advanced command of information technology, in particular of Word, Excel and PowerPoint Software. Knowledge of planning software like MS Project would be a plus
- Availability to travel in the relevant Area on a regular basis and overseas when needed
- Show diplomacy, flexibility and creativity

Skills required

- Ability to create a work environment where respect and fair play are key values
- Teamwork contribute to improving performance
- Interest in sports

Social Skills

- Capacity to communicate and share information efficiently.
- Talented coordinator
- Diplomacy, tolerance and tact
- Keen sense of confidentiality

Job related skills

- Sense of initiative, anticipation and proposal
- Ability to conduct analysis and compilation of information swiftly and reliably
- Speed, reliability and accuracy in the performance of the entrusted tasks
- Autonomy and highly organized
- Strong culture of achieving results and servicing
- Ability to prioritize and manage the unexpected
- Ability to work under stringent deadlines and stressful situations