

JOB DESCRIPTION

Title	Administration & Office Manager
Department/Unit	Athletics Integrity Unit ("AIU")
Activity rate	100%
Reports to	Head of Athletics Integrity Unit
Location	Monaco

Overview

Reporting directly to the Head of the Athletics Integrity Unit the Administration & Office Manager is responsible for (i) the effective planning, coordination, management and reporting of all AIU finances (ii) the administrative activity necessary to ensure the smooth running of the AIU and (iii) the maintenance of the premises.

Key Relationships

Internally

Board, Panel Members, Head, Deputy Head, Head of Testing, Legal Counsel, Investigators, Case Managers, Communication & Education Manager, Intelligence Officer

Externally

IAAF: CEO, Chief Finance Officer, Legal Counsel, Head of Administration (travel), Chief Technology Officer, Head of HR, Director of Governance, Health & Science

Monaco: Banks, local authorities (employment, tax etc.), local contractors/suppliers

Auditors and tax authorities

Associated organizations: Service providers, laboratories, Consultants, WADA, Member Federations, NADOs

Main missions

- Co-ordinating forward financial plans which allow the Board and Head to secure the appropriate annual budget allocation from IAAF
- Co-ordinating the production of the annual budget
- Tracking and reporting progress against the annual budget
- Producing periodic and annual reports
- Establishing and maintaining simple, robust processes for expenditure requests, raising of orders, invoice approvals and payment
- Meeting all statutory requirements, including effective audit

- Creating and maintaining effective record keeping as well as secure, safe storage and archiving of all confidential information and materials
- Ensuring that the office environment functions efficiently and effectively – always putting the well-being of the team first
- Scheduling meetings and appointments
- Arranging /booking transport and accommodation
- Ordering stationery and furniture
- Dealing with correspondence, complaints and queries
- Preparing letters, presentations and reports
- Maintaining the condition of the office and supervise any necessary work by third parties
- Coordinating with IT department on all office equipment
- Coordinating with HR on HR-related issues
- Managing contracts and price negotiations with suppliers
- Plan in-house and off-site activities
- Work on any ad-hoc project as requested by the Head of the Integrity Unit

Role Competencies

- Relevant Finance and administration skills and experience
- Experience in setting up and maintaining effective administrative processes
- Excellent English and French, both written and verbal. Any additional language is a plus
- Proven experience as an Office manager with budget responsibilities and project management (5 to 6 years min)
- Up-to-date with advancements in office technology and applications
- Working knowledge of MS Office
- Work as a key member of the AIU leadership team
- Create strong relationships with key contacts in IAAF to ensure that appropriate additional support and services are maintained
- Through effective reporting ensure that AIU Board and Head are continuously appraised of the financial performance of the AIU
- Help the Leadership team to identify any potential risks, financial or otherwise, and recommend actions to mitigate
- Create a working office environment which is efficient, productive, energetic and which supports the needs of every team member

Core Competencies

- Be a person of total integrity
- Be organized, have a problem solving mind and a proactive attitude.

- Be confidential and strong team player
- Have excellent communication skills
- Have excellent time management skills and ability to multi task and prioritize work
- Have a creative mind with an ability to suggest improvements
- Have a high sense of loyalty to the organization

Please send your application to: roles@athleticsintegrity.org

Deadline to apply: **5th August 2017**