



GOVERNANCE MANAGER

Reporting to :	Director of Governance, Member & International Relations
Location	Monaco

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
Governance, Member and International Relations department team IAAF Staff liaisons for Commissions, Committees, Working & Advisory Groups Travel Team Marketing & Events team Legal & Business Affairs team, particularly the Ethical Compliance Officer	Member Federations Commissions Committees Working and Advisory Groups Council Translators

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics. It includes 6 continental Area Associations and 214 national Member Federations. The IAAF organises many major athletics competitions worldwide, including the World Athletics Series (WAS) and One Day Meetings, Diamond League and IAAF Road Race label events.

The IAAF's mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity. It is based in Monaco and has a staff of over 70 with 18 different nationalities represented.

Lord Sebastian Coe was elected as the IAAF President in 2015, and has since instigated a period of organisational reform and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

GENERAL OVERVIEW OF THE POSITION

Reporting directly to the Director of Governance, Member & International Relations, the role is primarily responsible for the management of documentation related to the meetings of institutional bodies, such as the Congress and Council, the circulation of institutional information throughout the IAAF and its membership, and the coordination of the work of the various Committees, Working Groups and Commissions.



MAIN ACTIVITIES

Be part of the team responsible for:

The management and drafting of documentation related to the meetings of institutional bodies (such as the Congress and Council):

- Supporting preparation of Congress and Council meeting agendas, running orders, reports and supporting documentation, briefing notes, PPT presentations, etc.
- Supporting preparation of minutes, collation of meeting transcripts, and follow up actions relating to Congress and Council decisions eg. drafting of appointment letters, updating Rules etc.
- Drafting the Circulars (the written communication to Member Federations) to provide updates on information and decisions following the meetings of institutional bodies and more generally on any governance or constitutional related matters
- Reviewing Circulars drafted by other departments, such as information relating to competitions and events, issuing these to Member Federations via the IAAF Extranet and dealing with any follow up enquiries by Member Federations
- Liaising with translation services (both internally and externally as required) for all published documents
- Liaising with the Marketing & Events team regarding planning and logistics for Congress, Council and other institutional meetings
- Managing the governance related documentation and information on the IAAF website, as well as the IAAF Extranet and Intranet
- Maintaining Congress and Council documentation and other records, including a register of Council Members (ie appointment dates, CVs, roles, declaration etc)
- Tracking Congress and Council related expenditure.

The coordination of all Committees, Commissions, Working and Advisory Group meetings:

- Attending Committee, Commission and Working or Advisory Group meetings as appropriate and/ or acting as the IAAF's staff liaison (ie the group's point of contact) as required for the governance related groups
- Ensuring all staff liaisons are properly briefed and that there is a clear understanding of the role and consistency of approach across all groups, including process relating to recommendations on decisions for Council
- Working with the staff liaisons to ensure that Committees, Commissions etc produce their reports, presentation and supporting documentation on time for Council meetings and that any recommendations on decisions to Council include robust rationale and supporting information to inform Council
- Supporting collation of relevant Committee, Commission and Working or Advisory Group documentation, reviewing outputs following meetings and facilitating collaboration across groups where work is aligned and wider input required.



General governance support:

- Liaising with the IAAF's Ethical Compliance Officer on collating declarations (eg conflicts of interest and vetting) for Council, Committee, Commission, Working & Advisory Group members
- Assisting in developing and documenting governance related processes and procedures, including new guidance that is being developed following the new 2017 and 2019 constitutions
- Supporting the monitoring of compliance and progress, and as appropriate drafting update reports, on performance against key governance objectives
- Undertaking general administration and functions as required by the department Director.

A SUCCESSFUL CANDIDATE WILL

- Be of total integrity
- Have excellent organisation and planning skills
- Be rigorous and attentive to details, including an ability to ensure consistency of approach and information across groups and communications
- Have excellent written, oral and interpersonal skills
- Have a team spirit and ability to build strong working relationships
- Be diplomatic, culturally sensitive, and able to work in a political environment
- Be proactive and have an analytical and critical mind-set, always looking for better way of doing, or organising
- Have an interest and some knowledge and understanding of international sport

REQUIREMENTS

- A university degree (law, sports management, project management, international relations, political science)
- Demonstrable project management and team coordination/ administration experience
- Previous experience working in an international organisation (either a sporting, an international governmental, or non-governmental organisation)
- High level and proven experience in producing quality written outputs, including minutes, reports and briefing documents
- Excellent English and French, written and oral
- IT literate with advanced knowledge of MS Office packages including Word, Excel and PowerPoint.

Please send your CV and covering letter in French and English to emploi@iaaf.org before 12th February 2018 COB.