



The IAAF is seeking a Senior Manager of Education for our Development and Member Relations Department.

Shall report to the Director of the Development and Member Relations Department.

Fully bilingual French and English. Fluent Spanish and/or other languages would be an asset.

Interested candidates should submit a cover letter, resume and salary requirement to IAAF at [job0513@iaaf.org](mailto:job0513@iaaf.org) before the end of May 2013

No phone calls please

## MISSION

- Assist the Director of the IAAF Development and Member Relations Department in the coordination, 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

### Planning and project management

- Ensure the coordination of all educational activities (in relation with all other Development and Member Relations Department and Regional Development Centers' activities) with the goal of assisting in the decision making process to:
  - ✓ Update IAAF Educational material
  - ✓ Assist in the day to day execution of planning milestones forming part of educational and operational planning documents
  - ✓ Capture, formalize and classify ideas and educational projects put forward as part of institutional decisions, capacity building of coaches, lecturers, officials and other technical human resources involved in training or coaching
  - ✓ Assist in the follow-up and advancement of educational key milestones and arising actions
  - ✓ Conduct ad-hoc research, analysis, results sharing, iterative consultation and draft related notes and reports
  - ✓ Assist in the effective implementation of decisions related to educational project management in general

- Assist the Development and Member Relations Department Director in the follow-up and advancement of planning and project management in relation with other departments or relevant sections within the IAAF
- When needed, assist on specific projects related to Development and Member Relations Department activities Conduct regular audits of the Regional Development Centers' educational activities

### Internal meetings and forums

- Organise generic or ad-hoc internal and external cross-functional meetings and forums (Ex: Development and Member Relations Department / RDC Management Meetings): set-up, agenda, presentation of content, note taking, distribution and follow-up
- Assist the Director of Development and Member Relations Department in preparation through input, contribution, formalization of content

### Administration

- Organise the efficient classification (physical and electronic) of educational files, documents, reports and minutes
- Ensure the management of key planning and project management milestones of the Development and Member Relations Department Director's educational agenda
- Work in 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

<b>REQUIREMENTS</b>
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### Education and work experience

- Higher education university degree in Physical Education with specialisation in Track & Field
- Higher education degree / Diploma in Coaching (Track & Field)
- 12 years professional experience in sports development (track & field) in at least three (3) developing countries in at least (2) two different continents minimum
- 6 years professional experience in the design / implementation of IAAF Educational Programmes (CECS or equivalent)
- Used to evolve in multicultural, international and diversified environments
- Proficiency in English and good level in French. Other languages 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
- Knowledge and experience in organizational and management aspects of international sports or non-sports organization or corporations. Experience related to the Olympic Movement or international multi sports events would be a plus

## 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. Competence related to rhetoric would be a plus
- Talented coordinator
- Diplomacy 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 organised
- Strong culture of achieving results and servicing
- Ability to prioritise and manage the unexpected
- Ability to work under stringent deadlines and stressful situations