Candidate Brief

Brief for the position of Director Public Affairs and Social Development through Sport, IOC
June 2015

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Director Public Affairs and Social Development through Sport, IOC

Background

Function: Public Affairs and Social Development through Sport Department’s Director
Status: Director
Reporting to: Director General

International Cooperation and Development Department

Mission

- Following the recently adopted Olympic Agenda 2020, bring to life the IOC fundamental principle of placing sport at the service of humankind, and of youth in particular, by creating and implementing the IOC policy of development through sport.

- Create a public affairs strategy to support the IOC’s objectives and reputation, and identify significant media and public policy issues that can be leveraged to support the IOC’s work, create and implement plans to exploit them.

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.

The Role

Main responsibilities

- Design and develop the policy, strategy and objectives of the Department.

- Initiate and manage corporate relationships, representing the organisation and its needs to the political, NGOs and business communities, and attract institutional partnerships, in a manner consistent with policies and procedures.

- Have oversight responsibility in formation of policies, and as an advocate and fundraiser for the organisation.

- Ensure the effectiveness of the One-Stop nature of the department as the interface between political entities, NGOs, humanitarian organisations, the UN System and the Olympic Movement.

- Provide strategic advice, assistance and regular reporting to the President and Director General.

- Provide services and support to commissions and report their activities accordingly to the President, the Director General, the Executive Board and the Session.

- Inform and advise, within their area of activity, departments which so request; take all the necessary measures to develop synergies between departments.
The Candidate

Education; language and IT competences

- A first class professional with a successful track record at the most senior levels in a complex, international and highly visible organisation.
- Proven track record in a public affairs position and in development policy.
- Proven track record in a high-profile, global environment where multiple stakeholders and brand image have a strong impact.
- Languages: excellent command of French or English. Knowledge of another language would be an added advantage.
- Must have deep knowledge of the Olympic Movement, the United Nations System, NGOs and government affairs.
- Good knowledge of Microsoft Office software (Word, Excel, PowerPoint and Outlook).

Technical, organisational and personal competences

- Ability to create a working atmosphere where respect and fair play are key values and where team spirit helps to improve performance and get the best results.
- Demonstrated management experience for the successful leadership and mentoring of professional and support staff.
- Strong leader able to motivate, inspire and work through others to accomplish objectives; project management skills, flexible, resilient and relationship builder.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Experience in managing difficult situations, particularly crisis management.
- Demonstrated skill and comfort in proactively building relationships with IOC members, stakeholders and other partners.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Ability to make decisions in a changing environment and anticipate future needs.
- Ability to communicate effectively and speak in public.
- Proven discernment in decision-making.
- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment.
- Experience and interest in sports, culture and education in particular.
**Behaviour and attitude**

- Ability to act as an example for the team and the organisation as a whole by respecting the Olympic values and the internal rules of conduct and all instructions and procedures in place (i.e. Information Security, Code of Ethics, etc.).

- Ability to manage the staff in the team equitably and with respect.

- Full collaboration and knowledge transfer.

- Ability to express orally and in writing ideas or facts clearly and credibly with the aim of convincing and influencing all types of interlocutor.

- Ability to maintain a positive and reassuring working atmosphere in all kinds of environments through specific and reliable conduct.

- Ability to remain focused on the words of his/her interlocutor so as to identify the important information in oral communication.

- Positive attitude, open-mindedness.

- Possessing agility and flexibility while maintaining focus on core issues.

- Ability to face up to his/her responsibilities.

- Discretion and loyalty.

- Diplomacy and flexibility.

- Diligence and discretion combined with solid professional ethics.

- Enthusiasm, reactivity and efficiency.

**How to Apply**

The IOC is an equal opportunities employer and would welcome applications from a fully diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

To apply candidates should send the following:

- Letter of application highlighting your motivation for the post and relevant experience

- Up to date curriculum vitae

- Details of current remuneration

- Names and contact details for three referees (referees will not be contacted until final interview stage)

Applications should be sent online at www.odgers.com/53709. This is the preferred method of application.

As an alternative, you can apply by email: sports.response@odgers.com

Please quote reference: **SPC/53709**
For a confidential discussion about the role, please contact:

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