



JOB DESCRIPTION

Olympic Games Department

Function : Youth Olympic Games
Coordination Officer

Mission

Status : Staff

Activity level 100%

- ▶ Assists the relevant manager with activities related to the Youth Olympic Games Coordination.
- ▶ Contributes to specific projects and activities related to Youth Olympic Games

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.

Main responsibilities

Liaison with the Youth Olympic Games Organising Committees

- Assist in liaising with the YOGOC for Games coordination-related issues.
- Assist in monitoring the overall follow-up of the tasks and milestones related to Games organisation in collaboration with the IOC functions and YOGOCs, and highlight issues when relevant.
- Be responsible for the logistical aspects of the Coordination Commission meetings, Project Review, Technical Meetings and other ad hoc meetings and assist in the preparation of the working documents (agenda, status reports and follow-up reports) in close collaboration with other IOC functions and the YOGOCs.
- Support the preparation of the YOCOGs' attendance at the various Games and manage their delegations at IOC events (logistics, reporting, requests, etc.).

Coordination of the IOC YOG Management team

- Assist in the preparation of internal meetings, specific events, conference calls, support material (agenda, Powerpoint presentations, follow-up) and logistics.
- Circulate all relevant information within the IOC and to other parties concerned to ensure a good level of understanding of the project.
- Participate in implementation of tools needed to monitor Games coordination

Management of the Coordination Commissions for the YOG

- Provide administrative support to the YOG Coordination Commission members.

Preparation of and operational phase

- Participate in the development of the Games Coordination Office (GCO) and support to management at the GCO during the Games.
- Support in the production of Games-time publications (guides, operations plans, etc.).
- Manage "ad hoc" Games-time projects

Training and language and IT competences

- Further education or equivalent (Masters, bachelor's degree, federal diploma, etc.) or professional experience deemed equivalent
- Strong command of English or French, with good knowledge of the other language
- Excellent knowledge and command of Word, Excel and PowerPoint.
- Good command of MS Project an asset.



Technical, organisational and personal competences

- **Mother tongue English** or excellent command of English (incl. writing and editing skills)
- Keen attention to detail
- Initiative, anticipation, source of ideas
- Excellent sense of planning and organisation
- Sense of priorities and ability to deal with the unexpected
- Ability to handle tight deadlines and maintain a high level of professional performance in a highly stressful situation.
- Familiarity with teamwork, in terms of both managing the flow of files and communicating with colleagues.
- Ability to perform analyses and compile information quickly and accurately
- Ability to remain efficient within a changing environment and to adapt positively to new tasks, responsibilities or people.
- Ability to interact with sensitivity, efficiency and professionalism with all kinds of people, create a climate of trust and appreciate the needs and expectations of one's interlocutors.
- Ability to consider interpersonal differences as an added value and to interact constructively with all types of people
- Excellent command of corporate tools and compliance with internal usage rules (Livelink, Outlook, etc.)

Behaviour and attitude

- Respect of the Olympic values and internal rules of conduct, and all the instructions and procedures in place (e.g. Information Security, Code of Ethics, project management methodology, etc.)
- Full collaboration and transfer of knowledge
- Discretion and loyalty.
- Creative and dynamic team-player with a good sense of initiative
- Positive attitude, open-mindedness
- High level of ability to adapt in an environment in constant evolution, with diplomacy and flexibility
- Desire to do a good job and discretion, combined with solid professional ethics
- Enthusiasm, great adaptability, responsiveness and efficiency.

