

Sport & Competitions Manager at FIBA (Fédération Internationale de Basketball)

Company background

FIBA, with global headquarters in Mies/VD Switzerland, is the world governing body of basketball and an independent association formed by 213 National Basketball Federations throughout the world. FIBA has a truly global reach with five Regional Offices worldwide to support National Federations in their efforts to develop Basketball on the ground. FIBA is a non-profit organisation and recognised as the ultimate authority in basketball by the International Olympic Committee (IOC).

Key Responsibilities

Production of competitions' related documentation

- Preparation of event bidding documents in close cooperation with other FIBA departments
- Development of regulations and guidelines for the FIBA Events

Transfer of knowledge

- Management of the transfer of knowledge from previous events
- Organisation and execution of event related workshops
- Assistance to event organisers in setting up of the Event Organisational Structure and Master Plan
- Continuous support and education of the local staff

Information collection and analysis

- Preparation and comparative analysis of the post event reports
- Analyses of the achieved results and definition of necessary measures and action plans for the future events' improvements

Projects' management

- Taking part in the evaluation and decision making process leading to the assignment of events' organisers
- Close collaboration and regular communication with the event organisers in order to ensure proper events' preparations and delivery
- Preparation, coordination, participation and follow up on site visits, meetings and all other activities related to different competitions' preparation and execution
- Coordination and supervision of various FIBA events and projects as decided by Sport & Competitions Director

Other

- Other tasks related to the basketball infrastructure and equipment, event organizational and management structure, event planning and execution, different analysis and development plans etc.

Experience and skills required:

- Experience in event organization or competition, preferably within the sports sector and a similar environment with min 5 years' experience
- Master degree in Sports Administration or Business
- Strong interest for Basketball
- Positive attitude, flexibility, proactivity, solution driven and a team player
- Effective at working in a business, sport and political environment
- Able to multitask and respond quickly to a wide variety of needs, pressure and stress resistant
- Willingness to travel
- Must have excellent management and interpersonal skills
- Computer literate (Microsoft Office)

Required languages:

- Fluent written/spoken English and French essential, with fluency in other languages (esp. Spanish) desirable.

START DATE: asap.

Swiss nationality or holding a valid Swiss work permit.

Please send your CV with a cover letter in English and a recent photograph to the attention of:
Mr. Didier Rossi, FIBA Head of Human Resources – via JOBUP.CH

We will only consider and reply to the candidates who correspond to the profile.