

EMPLOYMENT OPPORTUNITIES

IAAF WORLD RELAY - BAHAMAS 2014/2015

In 2014 and 2015 the Bahamas will have the opportunity to host the IAAF world's greatest sporting event and athletes at the Thomas A. Robinson National Stadium. This international competition will see 1000 athletes and team officials from 40 countries. This event will require 500 event volunteers and 100 organizing committee members.

The Organizing Committee is seeking to engage competent and qualified professionals who possess: for Senior and Deputy Senior position, a minimum of a Bachelor's Degree from a recognized university or experience in managing major events is required; for the Coordinators' positions, a minimum of a Bachelor's Degree in communication or a related discipline and a minimum of 5+ years of experience in a leadership administrative and/or coordination role

The positions are fixed termed contracts and can be for approximately 1-2 years.

Interested persons are requested to submit a cover letter and a resume for consideration to email address:

iaafworldrelays@gmail.com. All resumes should be submitted to the email address listed on or before the deadline date August 26, 2013.

If you meet the criteria for the positions you will be invited for an interview, and if you do not hear from us it is with regret that you did not meet the criteria.

VACANCY NOTICE FOR THE CHIEF OPERATING OFFICER

The Chief Operating Officer will have overall responsibility for the overall management, leadership and operational activities of the Local Organizing Committee. The CEO will ensure that the International Association of Athletics Federation (IAAF) World Relays is successfully achieved in accordance with the regulations and standards of the IAAF.

CORE RESPONSIBILITIES AND DUTIES

- Oversees the leadership and management of the operation.
- Maintains compliance with IAAF Standards and protocols
- Protects the interest of the IAAF and the Local Organizing Committee
- Ensures accuracy
- Maintains effective working relationships with all Divisions and all associated bodies
- Prepares monthly reports for submission to the Board of Directors as required.
- Coordinates and attends Executive Meetings and other meetings directly related to the event
- Collaborates with stakeholders and ensure the strategic vision is delivered in a timely manner
- Establishes, analyzes and maintains a system of accounting, budgets and internal controls for the accounting and safeguarding of the organization's assets.
- Develops and executes the strategic plan
- Exercises functional authority over subordinate managers and employees, administers discipline and performance assessments as required.
- Sets individual standards and corporate standards and deliverables.
- Receives supervision and functional directions from the Board of Directors.

JOB DESCRIPTION - SENIOR DIRECTOR - VENUE

GENERAL ACCOUNTABILITY

Under the direction of the CEO, the Venue Senior Director is responsible for all services of the Organizing Committee that contribute to the organization and conduct of the Event, which includes the Division of Event Media Services, the Division of Security, the Division of Stadium Venue and the Division of Technology.

RESPONSIBILITIES

The Venue Senior Director - Venue:

- Ensures the proper functioning of the organization and conduct of the Event in compliance with IAAF requirements;
- Ensures that the established timetables are met by the Divisions and Departments under his/her responsibility and where necessary, make any required adjustments;
- Provides the Directors of Divisions under his/her responsibility the information they need to apply the Operations Plans as well as to draft the Final Report, and ensure follow-up and adequate support in their implementation;
- Ensures that Divisions under his/her responsibility apply the administrative procedures defined by the Organizing Committee;
- Leads, Directs Supervises the coordination and scope of work of the Directors of Divisions under his/her responsibility;
- Manages and effectively control the budget under his/her responsibility;
- Ensures that Directors of Divisions under his/her responsibility have the tools they need to do their work;
- Intervenes with those responsible for site operation when necessary;
- Plans, coordinates and maintains the stadium readiness and its compliance with IAAF standards including all necessary temporary facilities, fixture, furniture & equipment and technology aspects;
- Collaborates with the police and relevant agencies for safety and security in compliance with international standards.
- Maintains that all technology and security requirements outside the stadium are met;
- Provide all necessary services (and adequate working conditions) for the media during and after the Event;
- Attends and participates in the Senior Management Meetings;
- Performs any other tasks requested by the CEO.

JOB DESCRIPTION - SENIOR DEPUTY DIRECTOR - VENUE

GENERAL ACCOUNTABILITY

Under the direction of the Senior Director, Venue, the Senior Deputy Director, Venue is responsible for all services of the Organizing Committee that contribute to the organization and conduct of the Event, which includes the Division of Event Media Services, the Division of Security, the Division of Stadium Venue and the Division of Technology.

CORE RESPONSIBILITIES AND DUTIES

The Senior Deputy Director Venue:

- Communicates regularly and consistently with the Venue Senior Director;
- Responds to requests of the Senior Director, Venue with regards to communicating information, administrative tasks, etc.;
- Schedules and coordinates meetings and appointments for the Divisions as required;
- Assists with the development and maintenance of the Operation Plan;
- Supports and assists the Senior Director Venue to ensure that Divisions under their responsibility apply the administrative procedures defined by the Organizing Committee;
- Coordinates and assists the Senior Director, Venue, supervising and coordinating the work of the Directors of Divisions under their responsibility;
- Assists the Senior Director, Venue to ensure that Directors of Divisions under their responsibility have the tools they need to perform their work;
- Oversees administrative processes within the Divisions;
- Supervises, supports and assists Divisions' Directors: Event Media Services, Security, Stadium Venue and Technology.

JOB DESCRIPTION - ACCOUNTS AND PURCHASING COORDINATOR

GENERAL ACCOUNTABILITY

Under the direction of the Corporate Services Director, the Account/Purchasing Coordinator is responsible for the coordination of all accounting and purchasing aspects.

CORE RESPONSIBILITIES AND DUTIES

The Accounts and Purchasing Coordinator:

- Communicates regularly and consistently with the Corporate Services Director;
- Responds to requests of the Corporate Services Director with regard to communicating information, administrative tasks, etc.;
- Assists the Corporate Services Director in his/her daily operations;
- Assists with the development and maintenance of the Corporate Services operation plans;
- Oversees administrative processes within the Division;
- Liaises with Divisions, Department and third parties in regard to the organization of events;
- Assists with the data entry of actual/commitment/budget/forecast information;
- Produces and distribute monthly costs reports;
- Files the supporting documents for the budget and forecasting process;
- Processes the accounts payable in a timely manner;
- Implements the purchasing plan;
- Reviews purchase requisitions submitted by the divisions for compliance with established purchasing procedures, determine applicable purchasing strategy and possible sources of supply and forward written quotations to appropriate suppliers;
- Prepares and issue requests for quotations/proposals after consulting and receiving input from relevant Divisions;
- Documents and analyzes bids and proposals to determine the most economical source of supply and place the orders with the successful suppliers;
- Maintains accurate reference catalogue of products, services, specifications and prices;
- Performs any other tasks requested by the Corporate Services Director.

JOB DESCRIPTION - SENIOR DIRECTOR OPERATIONS

GENERAL ACCOUNTABILITY

Under the direction of the CEO, the Operation Senior Director is responsible for all operation services of the Organizing Committee that contribute to the organization and conduct of the Event, which includes the Division of Special Events & Guests' Services, the Division of Team Accommodation, the Division of Logistics and the Division of Volunteers.

CORE RESPONSIBILITIES AND DUTIES

The Senior Director of Operation:

- Ensures the proper functioning of the organization and conduct of the Event in compliance with IAAF requirements;
- Ensures that the established timetables are met by the Divisions under his/her responsibility and where necessary, make any required adjustments;
- Provides to Directors of Divisions under his/her responsibility the information they need to apply the Operation Plan as well as to draft the Final Report, and ensure follow-up and adequate support in their implementation;
- Ensures that Divisions under his/her responsibility apply the administrative procedures defined by the Organizing Committee;
- Supervises and coordinate the work of the Directors of Divisions under his/her responsibility;
- Ensures respect for and control of the budget under his/her responsibility;
- Ensures that Directors of Divisions under his/her responsibility have the tools they need to do their work;
- Supervises the opening ceremony as well as the medal presentation ceremonies and the social activities intended for athletes and their coaches;
- Supervises the accommodation and food services;
- Supervises all logistics for the event, including transportation, and implementing an accreditation plan and a security plan;
- Supervises the work required to ensure that all applicants receive their visas in an appropriate timeframe in keeping with procedures to be established;
- Ensures that a sufficient number of volunteers are recruited, trained, motivated and supported in order to perform their assigned duties over the course of the Event;
- Supervises the special events created in conjunction with the Event, which include the recruiting of the team attachés among the community, the social activities intended for athletes and their coaches as well as all tourist activities around the Event;
- Attends and participates in the Senior Management meetings;
- Performs any other tasks requested by the CEO.

JOB DESCRIPTION - SENIOR DEPUTY DIRECTOR - OPERATIONS

GENERAL ACCOUNTABILITY

Under the direction of the Senior Director, Operations, the Senior Deputy Director, Operations is responsible for all services of the Organizing Committee that contribute to the organization and conduct of the Event, which includes the Division of Special Events & Guests' Services, the Division of Team Accommodation, the Division of Logistics and the Division of Volunteers.

CORE RESPONSIBILITIES AND DUTIES

The Senior Deputy Director Operations:

- Communicates regularly and consistently communication with the Senior Director, Operations;
- Responds to requests of the Senior Director, Operations with regard to communicating information, administrative tasks, etc.;
- Schedules and coordinates meetings and appointments for the Division as required;
- Assists with the development and maintenance of the Operation Plan;
- Supports the Senior Director, Operations to ensure that Divisions under their responsibility apply the administrative procedures defined by the Organizing Committee;
- Assists the Senior Director, Operations in the supervision and coordination of the work of the Directors of Divisions under their responsibility;
- With the help of the Senior Director, Operations ensure that Directors of Divisions under their responsibility have the tools they need to perform their work;
- Oversees administrative processes within the Divisions;
- Supervises and help the following Divisions' Directors: Special Events and Guests' Services, Team Accommodation, Logistic and Volunteers;
- Performs any other tasks requested by the Operation Senior Director.

JOB DESCRIPTION - COMMUNICATIONS COORDINATOR

GENERAL ACCOUNTABILITY

Under the direction of the Communications and the Marketing Directors, the Communications Coordinator is responsible for the coordination of all communication aspects.

CORE RESPONSIBILITIES AND DUTIES

The Communications Coordinator:

- Maintains ongoing communication with the Communications and Marketing Directors;
- Responds to requests of the Communications and the Marketing Directors with regard to communicating information, administrative tasks, etc.;
- Schedules and coordinates meetings and appointments for the Divisions as required;
- Assists with the development and maintenance of the Communication Plan;
- Oversees the administrative processes within the Divisions;
- Plans and executes special events and promotions leading up to and through the Event, including news conferences, sponsor launches, identification of promotion activities, etc.;
- Liaises with Divisions, Department and third parties in regard to the organization of events;
- Directs media relations activities for the organization;
- Develops relations with local and national press to ensure the widest possible coverage of the Event;
- Manages the media database;
- Coordinates the Speakers Bureau;
- Coordinates and distribute news releases and media advisories;
- Coordinates and proof read all printed materials;
- Supervises and manages any projects undertaken by the Communications and the Marketing Divisions;
- Performs any other tasks requested by the Communications and the Marketing Directors.

JOB DESCRIPTION - SPONSORSHIPS COORDINATOR

GENERAL ACCOUNTABILITY

Under the direction of the Sponsorships Director, the Sponsorships Coordinator is responsible for the coordination of all sponsorships aspects.

CORE RESPONSIBILITIES AND DUTIES

The Sponsorships Coordinator:

- Communicates regularly and consistently communication with the Sponsorships Director;
- Responds to requests of the Sponsorships Director with regard to communicating information, administrative tasks, etc.;
- Assists the Sponsorships Director in his/her daily operations;
- Assists with the development and maintenance of the Marketing Plan;
- Oversees administrative processes within the Division;
- Liaises with Divisions, Departments and third parties in regard to the organization of events;
- Assists with raising the sponsorship revenues by preparing the sponsorships pitch and do all the relevant researches;
- Develops a system to identify all the VIK needs within the budget;
- Serves the on-going needs of Sponsors and promotional partners;
- Coordinates cross promotions and special events for National Partners and Suppliers;
- Performs any other tasks requested by the Sponsorships Director.