

Programme Coordinator



INTERNATIONAL
OLYMPIC
COMMITTEE

Phone :
Web : ioc.org

Job Summary

Vacancy :
Deadline : Sep 29, 2023
Published : Aug 12, 2023
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Contract Type: Temporary (8 Months)

Activity Level: 100%

Entry date: 01.12.2023

Assist the project managers with managing, leading and running the Olympic Solidarity programmes for the Olympic Games Universality Unit.

Main responsibilities

Preparation and planning

- Assists with the development of external and operational guidelines for the management of the Universality Unit.
- Updates the planning for the unit and unit's programmes.

Coordination and activity follow-up

- Coordinates the unit's programmes on a day-to-day basis (analysis of requests, resource allocation and follow up with each NOC) in accordance with the programme guidelines and operational procedures as well as in close cooperation with other team members.
- Follows up on NOCs activities related to the unit's programmes from an administrative point of view (correspondence, updates, reporting, filing, payments).
- Monitors the implementation of the unit's programmes using quantitative, qualitative and budgetary indicators.
- Takes minutes and keeps project schedules up to date.
- Keeps the project documentation up to date.
- Produces periodic reports and statistics for the unit.
- Guarantees a quality service to internal and external stakeholders, primarily NOCs and IFs (e.g. technical and advisory assistance).
- Supports the implementation of the OS continental programmes with the continental managers.
- Provides administrative support to the Head of Unit for the different special projects and support services under their responsibility.
- Replaces OS colleagues in case of need.

Our requirements

- University degree (Baccalaureate) or equivalent.
- Up to two years' experience in project management.
- Knowledge of project management tools and the methodology used for planning projects.
- Mother tongue English or French, with very good command of the other language (spoken and written). Knowledge of Spanish is a bonus.
- Command of Word, Excel and PowerPoint. MS Project an advantage.
- Planning and organisational skills.
- Good ability to analyse and summarise.
- Ability to actively participate in achieving a joint objective, respecting each person's contribution.
- 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.).

Come and join an organisation where the spirit of inclusion, gender equality and diversity is embedded in its DNA and which focuses on what unites us – a passion for sport and its values. Work in a flexible and rewarding environment which offers competitive employee benefits and numerous incentives to live a sustainable, healthy and active life. By joining us, you become part of the Olympic Movement and help to build a better world through sport. You will have the opportunity to work with people of more than 70 nationalities.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
