



## JOB DESCRIPTION

### Olympic Games Department

Function : Senior Project Manager  
YOG Event Management

Status : Manager

Activity level 100%

#### Mission

- **Manages and supervises the development and implementation of the assigned Functional Areas related to Youth Olympic Games (YOG) event management.**

*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

#### Management of the assigned Functional Areas (FAs) or project elements for the Youth Olympic Games (YOG)

- **Manages** the following Functional Areas or project elements by establishing rules and guidelines, providing assistance to Youth Olympic Games Organising Committees (YOGOCs) as well as monitoring progress and implementation:
  - Venue Management
  - Venue Development, including Youth Olympic Village, Main Media Center, Culture & Education venues, etc.
  - Accreditation, including Sport Entries
  - Event Services
  - Signage
  - City Operations
  - Cleaning & Waste (and Snow Removal)
- **Supervises** the following Functional Areas and ensures collaboration, coordination and integration with the respective IOC departments and FA managers :
  - Sports Competition planning and operations (organisation of sport operational aspects by the YOGOC)
  - Technology
  - Doping Control

#### Planning, coordination and monitoring of activities

- Establishes the project plan and scope for the relevant Functional Areas or project element.
- Implements project development planning and deliverables as well as appropriate coordination for each Functional Area or project element assigned above.
- Ensures respect of deadlines, quality of the deliverable and highlight risks.
- Contributes to the relevant documentation and processes as required:
  - Candidature process (candidature procedure & questionnaire and review of bid books)
  - YOG coordination forums (Coordination Commissions, other meetings and follow-up)
  - Service level documents (Event Manual and other documents)
  - YOG coordination tools and documents (Master Schedule, reports, etc)
  - IOC Executive Board / Session reporting
- Contributes to Youth Olympic Games Knowledge Management (YOGKM) activities regarding the assigned Functional Areas and ensures that liaison is established with the YOGKM Programme.



### **Project team management**

- With respect to the assigned Functional Areas or project elements, leads, integrates and coordinates the assigned working groups or teams.
  - Operationally (tasks, progress reports, problems to be resolved, etc.)
  - On a human and professional level (motivation and assistance)
- Develops communication among the working groups or teams and ensures that reporting and decision support management are provided.
- Collaborates with the IOC Functional Areas as required, ensuring a constructive and dynamic partnership and manages the project team (staff and advisors).

### **Steering the project**

- Contributes to the Olympic Games Department annual plan, the organisation's master plan and the annual budget process.
- Provides input progress reports to the decision-making structure as required (YOGAD, Olympic Games Executive Director, Executive Board, Session, etc.)
- Contributes to the forums regarding the evolution of the Youth Olympic Games strategy and management as required.

### **Training and language and IT skills**

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- Higher education qualification or equivalent (master's/bachelor's degree, Federal diploma, etc.) or equivalent professional experience.
- Five to seven years' experience of sports event project management.
- Fluent in English or French.
- Command of Word, Excel and PowerPoint.

### **Technical, organisational and personal competences**

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- Several years' experience in sporting event development, implementation and operations.
- Experience in integrating sport, education and culture components with a young audience an asset.
- Several years' experience in an international and varied environment.
- Working in a youth context an asset.
- Strong service and results orientation combined with the ability to scale methods and deliverables according to final objectives.
- Ability to examine, understand and summarise complex problems, subjects or information.
- Ability to establish a realistic, clear and efficient course of action in order to achieve individual or joint objectives.
- Excellent knowledge of a project and operational management approach (putting in place a working structure, defining objectives, timetabling, coordinating teamwork, communication, etc.).
- Ability to handle tight deadlines and stressful situations as well as flexibility regarding working hours.
- Ability to allocate responsibilities and tasks to the right people at the right time, and to allocate the resources necessary to carry them out.
- Ability to motivate, lead, guide and make individuals and teams autonomous by creating a working atmosphere where respect and fair play are key values and team spirit helps to improve performance.
- Ability to negotiate and reach common agreement when facing competing interests/opinions.

### **Behaviour and attitude**

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- Respect for Olympic values and for internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, project management methodology, etc.).
- Skills for collaboration, coordination and transfer of knowledge.
- Ability to express orally and in writing ideas or facts clearly and credibly with the aim of convincing and influencing all types of interlocutor.
- Positive attitude, open-mindedness.
- Ability to face up to his/her responsibilities.
- Diligence and discretion combined with solid professional ethics.
- Diplomacy, discretion and flexibility.
- Enthusiasm, reactivity and efficiency.