



INTERNATIONAL TABLE TENNIS FEDERATION

ITTF HIGH PERFORMANCE & DEVELOPMENT AFRICA DEVELOPMENT MANAGER Consultancy Services Description

CONSULTANT TITLE: Africa Development Manager

SERVICES: The ITTF wishes to retain the selected person, on a non-exclusive basis, to act as an independent consultant to provide to the ITTF the services described below.

REMUNERATION: The Africa Development Manager will be paid a remuneration, based on skillset, experience, and place of residency. The Consultant undertakes to respect all fiscal and social legislation, particularly those in force in his/her country of residence. In particular, the ITTF will not pay any social charges, as the Consultant is acting in an independent capacity.

CONSULTANCY PERIOD: The Africa Development Manager position is offered for one year, with an evaluation period of three months.

LOCATION: The position will be home-based, with extensive international travel required. Applicants should be willing to work as required to perform the agreed duties with excellence.

MANAGER: The Africa Development Manager will report to the ITTF Development Manager.

MAIN RESPONSIBILITY: To provide strong pathways for players, coaches, officials and administrators to transition from community to high performance. Courses can be held for Coach Education, Umpire Education, Administration Education, Training Camps, Competition Organisation or Development of a National Sports System.

DUTIES:

- Implementation of the ITTF and ITTF-Africa Development Agreement.



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- Liaison with the 54 National Associations within the Africa Table Tennis Federation, in regards to providing support for their development needs.
- Secure and service grants under Olympic Solidarity within Africa, and provide support and guidance to National Association to maximise the potential of National Olympic Committees to support table tennis courses funded through Olympic Solidarity.
- Maintain an overview of budget for the ITTF-Africa Development Program Agreement, and report formally on a quarterly basis to the ITTF Development Manager.
- Ensure adequate data collection takes place for all development activities through standardised reporting, and that all data is collected and reported to the ITTF Development Manager.
- Liaise with equipment suppliers and sponsors to ensure that National Associations receive assistance in the form of equipment packages.
- Other duties as required by the ITTF Development Manager.

SELECTION CRITERIA:

Candidates for the position of ITTF-Africa Development Manager should demonstrate:

Essential Criteria

- Relevant tertiary education in Sports Management, Development or Business;
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage multiple projects;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with wide range of stakeholders;
- Sound Microsoft Office and Google Suite skills.

Desirable Criteria

- Professional capacity to work in French &/or Arabic;
- Experience within the sport of Table Tennis;
- Knowledge of Olympic Solidarity.

DEADLINE FOR APPLICATIONS: 30th November 2017



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Please forward your CV with a cover letter addressing the selection criteria to Daniela Gomes at dgomes@ittf.com.