



## INTERNATIONAL TABLE TENNIS FEDERATION

### ITTF HIGH PERFORMANCE & DEVELOPMENT ADMINISTRATIVE SPECIALIST Consultancy Services Description

**CONSULTANT TITLE:** ITTF High Performance & Development Administrative Specialist

**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 ITTF HPD Administrative Specialist 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 ITTF High Performance & Development Administrative Specialist position is offered for one year, with an evaluation period of three months.

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

**MANAGER:** The ITTF HPD Administrative Specialist will report to the High Performance & Development Department Director.

**MAIN RESPONSIBILITY:** The ITTF HPD Administrative Specialist will support the day-to-day activities of the ITTF High Performance & Development Department by performing a vast variety of administrative management duties to ensure a smooth running of the relevant programs and projects, while complying with the High Performance & Development Plan and Operational Programs of the three units – High Performance, Continental Development and Education.



## **INTERNATIONAL TABLE TENNIS FEDERATION**

### **DUTIES:**

- Perform a full range of administrative and management assignments that include, but are not limited to:
  - coordinate and/or manage events'/activities' logistics in cooperation with the Units' Heads,
  - manage social media and other promotional and public relations tasks on behalf of the Department,
  - supervise the Department's budget and other finance related tasks,
  - independently manage selected projects arising from the Departments' Plan
  - prepare, circulate and follow-up relevant correspondence on behalf of the Department,
  - administer relevant publications,
  - manage and maintain various databases,
  - prepare reports and presentations and other relevant documentation,
  - respond to external and internal inquiries;
- Other duties as required by the HPD Director.

### **SELECTION CRITERIA:**

Candidates for the position of ITTF HPD Administrative Specialist should demonstrate:

#### **Essential Criteria**

- Relevant tertiary education, ideally in Communications, Management, Sports Management and/or Business Administration;
- Three years' experience working within international sport;
- High proficiency in both written and spoken English;
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage multiple projects;
- High motivation to learn;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with wide range of stakeholders;
- Sound Microsoft Office, Google Suite and Project Management software skills.



## **INTERNATIONAL TABLE TENNIS FEDERATION**

### **Desirable Criteria**

- Understanding of the sport of Table Tennis;
- Professional capacity to work in French/Spanish/Arabic and ability to use graphic design software will be advantageous.

**DEADLINE FOR APPLICATIONS:** 30<sup>th</sup> November 2017

Please forward your CV with a cover letter addressing the selection criteria to Daniela Gomes at [dgomes@ittf.com](mailto:dgomes@ittf.com).