



INTERNATIONAL TABLE TENNIS FEDERATION

ITTF PARA TABLE TENNIS MANAGER Consultancy Services Description

CONSULTANT TITLE: ITTF Para Table Tennis 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 ITTF Para Table Tennis 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 ITTF Para Table Tennis 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, and applicants should be willing to work as required to perform the agreed duties with excellence.

MANAGER: The ITTF Para Table Tennis Manager will report to the CEO and the Secretary General.

MAIN RESPONSIBILITY: To coordinate the core activities of the Para Table Tennis competitions and classification areas.

DUTIES:

- Liaison with the ITTF Headquarters (HQ) and Competition Department to ensure proper documentation is prepared for the application, selection of hosts and implementation of the Para Table Tennis Tour and the major Para TT competitions such Continental and World Championships.
- Liaison with the HQ and the Para TT Medical Officer to ensure that the administration related to classification of players is up-to-date.
- Working with the HQ to develop and implement a proper functional classification database, ensuring the highest levels



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of data protection compliance as required by the Swiss and international laws.

- Providing information to the HQ and Chief Financial Officer on a regular basis to keep up to date the yearly budget for Para TT Competitions.
- Follow-up with the Technical Delegates and Classifiers appointed for the different tournaments to ensure reports are produced and submitted timely.
- Work with the project manager (HQ) and competition department on the preparation for the necessary inspections for key events.
- Develop and manage several databases: classification master list, events, technical delegates, classifiers etc. with the aim to fully integrate Para TT competitions into general ITTF competitions.
- Other duties as required by the HQ.

SELECTION CRITERIA:

Candidates for the position of ITTF Para Table Tennis Manager should demonstrate:

Essential Criteria

- Relevant education in Sports Management and/or Information Technology Management and/or Business;
- Experience working within Para Sport;
- Knowledge of the ITTF Para Table Tennis Classification system
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage multiple projects;
- Command of English language, written and spoken
- Ability to work autonomously and as part of a team;
- Proven ability to build report with wide range of stakeholders;
- Sound in Microsoft Office, Google Suite and Database systems.

Desirable Criteria

- Professional capacity to work in other languages
- Experience within the sport of Table Tennis

DEADLINE FOR APPLICATIONS: 30th November 2017

Please forward your CV with a cover letter addressing the selection criteria to joboffers@ittf.com.