



INTERNATIONAL TABLE TENNIS FEDERATION

ITTF EQUIPMENT MANAGER Consultancy Services Description

CONSULTANT TITLE: ITTF Equipment 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.

REMUNARATION: The ITTF Equipment 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.

LOCATION: The position will be preferably based in one of the ITTF offices in Switzerland or Singapore, but other flexible arrangements will be considered. Applicants should be willing to work as required rather than regular office hours.

MANAGER: The ITTF Equipment Manager will report to the ITTF CEO and General Secretary.

MAIN RESPONSIBILITY: The successful applicant will operate under the direction of the ITTF CEO and General Secretary. This position will liaise with the Chairman and all the members of the Equipment Committee, with the Executive Committee Vice President in charge of Equipment and other ITTF staff.

The Equipment Manager shall perform the duties assigned by the Executive Committee or the CEO, as prescribed from time to time, and shall concentrate his/her work on the following duties and responsibilities:

DUTIES:

1. Equipment General Duties

1.1. Acts as the ITTF co-ordinator for the invoicing of all equipment approval/authorisation and testing fees and follows up on payments.



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- 1.2. Acts as the main ITTF contact with equipment manufacturers (replying enquiries, publishing announcements, sending mass e-mails, etc.)
- 1.3. Co-ordinates the applications and testing of balls, nets, tables and floors and liaises with the Equipment Committee Members in charge.
- 1.4. Liaises with the Testing Institutes for the administration of mainly the balls, nets, tables and sports floors testing.
- 1.5. Checks and approves invoices from testing institutes for payment.
- 1.6. Manages and administrates the applications for all ITTF Approved equipment and supports the Equipment Coordinator with the applications for ITTF Authorised Racket Coverings.
- 1.7. Prepares and maintains all List(s) of ITTF Approved Equipment and supports the Equipment Coordinator to prepare the LARC.
- 1.8. Produces the Lists of ITTF Approved Equipment.
- 1.9. Maintains the Manufacturers' ITTF database updated.
- 1.10. Maintains and updates all Equipment sections of the ITTF website (including lists, documents, images etc).
- 1.11. Follows up on illegal uses of the ITTF logo and use of non-approved equipment at ITTF events.
- 1.12. Issues and delivers equipment certificates and supports the ITTF Marketing Staff to distribute the equipment sponsor certificates.
- 1.13. Co-ordinates accreditation of FIT members for the WTTC and provides support to FIT members on side.

2. Equipment Committee Support

- 2.1. Provides support to the Equipment Committee Members, as requested.
- 2.2. Provides support to the Equipment Committee in updating the Technical Leaflets (currently mainly T1, T2, T3, T5, T6), preparing resolutions to the AGM/BoD and other documents.
- 2.3. Attends the Equipment Committee meetings and provides administrative support or assigns to the Equipment Coordinator to provide support such as to preparing the agenda, minutes and reports, under the for approval of the Equipment Committee Chairperson.



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3. Technical Area and Research

- 3.1. Implements equipment policies following the Equipment Committee and EC guidelines: new system of approvals/authorisations, changes in Technical Leaflets etc .
- 3.2. Supports the Equipment Committee to define the methods of control and testing for table tennis equipment according to the ITTF standards and the guidelines of the Equipment Committee and the Executive Committee.
- 3.3. Assists solving all problems related to ITTF Approved Equipment.

4. Other responsibilities

- 4.1. To undertake all other tasks as may reasonably be delegated by the Executive Committee or the CEO.

SELECTION CRITERIA:

Candidates for the position of ITTF Equipment Manager should demonstrate:

Essential Criteria

- University Degree in a relevant field i.e. Sport Equipment Technology, Materials Engineering etc.
- Experience in sport equipment or equipment technical projects.
- Experience in table tennis industry will be considered an advantage.
- Command of English language, written and spoken. Other languages like Chinese, Japanese, French or German will be considered an advantage.
- Project management skills.
- Ability to work with volunteers.
- Ability to travel internationally if requested.

Desirable Criteria

- Professional capacity to work in English.
- Experience within the sport of Table Tennis.

DEADLINE FOR APPLICATIONS: 15th May 2018

Please forward your CV with a cover letter addressing the selection criteria to Vicky Eleftheriade at vicky@ittf.com.