



## VACANCY ANNOUNCEMENT

The International Boxing Association (AIBA) is a non-profit making international organization who, with its 196 member federations, governs the sport of Boxing, working for the benefit of the sport and all its participants, to help Boxing realise its potential within the Olympic Movement and the international sporting arena.

Established in Lausanne since 2002 and at “La Maison du Sport International” since 2006, with a young and dynamic team of 10 people, we are now looking for a

### COMPETITION MANAGER FOR THE AOB SPORT DEPARTMENT

#### JOB DESCRIPTION

Reporting to the Senior Competition Manager, the AIBA Competition Manager's main areas of responsibilities will be:

All competition and technical related matters in boxing worldwide

Specific areas of responsibility will cover direct contact or through those responsible for:

- Develop a clear understanding of AIBA Technical Rules and AOB Competition Rules
- Manage process plans and follow-up
- Assistance to the Senior Competition Manager in his/her duties
- Organize and participate in activities, events and championships organized by AIBA Sport Department
- Review, analyze and recommend AIBA Technical Rules and AOB Competition Rules adaptations
- Assistance to the supervisors and officiating persons at AIBA events
- Coordinate the bidding process of AIBA competitions, evaluation and prepare report to the AIBA Executive Committee
- Support and provide guidance to the Host City (Cities) in competition matters
- Management the competition entry system for AIBA events
- Management of the results, competition statistics and coordination of the Technical Service Providers for the result system
- Submit reports post coordination visits and post competitions
- Prepare a post competition presentation including best practice models
- Compile and prepare the AIBA Event Operational Manual
- Maintenance of guidelines and manuals for the competition area
- Coordination of all matters related to Anti-Doping
- Assistance to the following commissions:
  - a) Coaches Commission
  - b) Athletes and Youth Commission

Any other activities as required by the Sports Department

#### QUALIFICATIONS

##### Work Experience

At least 5 years of relevant work experience, in areas related to competition management.

##### Profile

The position of Competition Manager requires an individual who is flexible, versatile, energetic and possessing a wide range of skills:



- Professionalism: Comprehensive knowledge of competition management and working with technical commissions, practical experience in managing competition programs of sport organisations, project management and Local Organising Committee liaison.
- Planning and Organising: Ability to plan and organise work; to plan work assignments, juggle competing demands and work under pressure; good ability to identify and to participate in the resolution of issues/problems related to project implementation and monitoring;
- Technological awareness: Good computer skills, including proven ability to use computer applications as tools for project management and IT technology supporting the competition;
- Teamwork: Ability to interact and to establish and maintain effective working relations both as a team member and with AIBA commissions, local organising committees, with people of different national and cultural backgrounds.

### Languages

English is the working languages of the AIBA headquarters. Fluency in oral and written English is a must. Working knowledge of other languages, in particular, French is an advantage.

### Other Skills

Excellent planning skills (MS Project) are required, as well as ability to keep abreast of technological developments in the field of technical/competition management, result systems and databases.

Date of issuance:

Based in: AIBA headquarters in the Maison du Sport International, Lausanne

Start date: As soon as possible

If you are interested in this post and you match the profile description, please send your application by email to [jobs@aiba.org](mailto:jobs@aiba.org)