



**Table Tennis Australia Limited
Office 1.10 Sports House
150 Caxton St,
Milton, QLD 4064**

**OCEANIA PARA DEVELOPMENT OFFICER
JOB DESCRIPTION
2017-2018**

Funds for the Oceania Para Development Officer position are jointly provided by Table Tennis Australia and ITTF-Oceania, through the Smash Down Barriers – Oceania Table Tennis Disability Program. The program is funded under the Pacific Sports Partnership by the Australian Government’s Department of Foreign Affairs & Trade. ITTF-Oceania will be coordinating the program.

The position is initially advertised as a contract through to the 31st July 2018 with a view to extend this contract pending Australian Government funding approval.

The Oceania Para Development Officer (OPDO) will be responsible to:

- ITTF-Oceania Executive Director
- TTA Chief Executive Officer

WAGES

- The OPDO will be paid a salary package of AUD\$50,000 (plus superannuation).
- Travel and basic living expenses will be paid within the program budget.
- Equipment to perform the role including, but not limited to, computer & phone will be provided.

RESPONSIBILITIES

The OPDO will be mainly responsible for the successful implementation of the 2017-18 “Smash Down Barriers” – Oceania Table Tennis Disability program.

The targeted countries involved in the program are:

- Fiji, Kiribati, Solomon Islands, Tonga & Vanuatu.

The OPDO will be required to spend significant periods of time in each of the above targeted countries to achieve the program objectives. It is anticipated that the OPDO will spend approximately 4-6 months per year in the targeted countries.

In accordance with the Activity plan the program objectives are:

- Increased Inclusive Participation
- Improved Quality of Life of People With Disability



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A full description of the OPDO role and responsibilities is contained in the attached 2017-18 Smash Down Barriers work plan.

REPORTING AND ADMINISTRATION

The OPDO will be required to collect monthly reports from the Pacific Table Tennis Federation and provide ongoing reports of the program to the ITTF-Oceania Executive Director and the TTA Chief Executive Officer.

SELECTION CRITERIA

Candidates for the position of Oceania Para Development Officer should demonstrate:

Essential Criteria

- Relevant tertiary education in Business, Commerce, Sports Management or similar;
- Excellent communication and interpersonal skills;
- Strong organizational skills and a demonstrated ability to manage multiple projects;
- Sound Microsoft Office and Google Docs skills;
- Ability to work autonomously and as part of a team;
- Experience working with people with disability; &
- Experience living and/or working within Oceania or other developing countries.

Desirable Criteria

- Table tennis experience as a player or coach;
- Previous experience working in development or in sport; &
- Fluency in French.

Please forward your CV with a cover letter addressing the selection criteria to Christian Holtz (ITTF-Oceania Executive Director) at choltz@ittfoceania.com. Applications close on **Monday the 5th of June 2017**.



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