



## **ITTF-Oceania GENERAL MANAGER**

### **Job Advertisement**

#### **ABOUT ITTF-OCEANIA:**

ITTF-Oceania is the governing body for the sport of Table Tennis within the Oceania region, and is a continental federation affiliated to the International Table Tennis Federation (ITTF). ITTF-Oceania has 24 Member Associations, which is the largest membership for a sport within the Oceania region.

The main objectives of ITTF-Oceania are:

- 1) To increase the capacity of National Associations to deliver inclusive participation programs and promote healthy lifestyle behaviours.
- 2) To provide clear pathways for players, coaches, officials and administrators to transition from community to high performance.
- 3) To establish and enhance sustainable, entertaining events.
- 4) To develop strong leadership through good governance and transparency.
- 5) To better connect and engage with all stakeholders in a timely manner.

#### **ITTF-OCEANIA GENERAL MANAGER:**

ITTF-Oceania is seeking the services of a highly skilled and passionate team player for the newly created role of General Manager. Reporting directly to the ITTF-Oceania Management Committee through the ITTF-Oceania President, the General Manager will play a crucial role in leading the organisation from an operational and administrative perspective to ensure the implementation of the ITTF-Oceania Strategic Plan.

The ideal candidate will have prior experience reporting directly to a Management Committee/Board, have a proven track record of building positive working relationships with internal and external stakeholders, prior experience in managing staff (preferably those working in remote locations), sound business acumen and financial literacy.

The role provides an opportunity to make a tangible difference in the lives of people throughout the Oceania region and to use table tennis as a tool for positive social change. This role is ideally suited to a self-starter and highly motivated individual with outstanding written and verbal communication skills at all levels and an ability to manage up and manage down with key stakeholders.

A background in table tennis is not essential, however prior experience in sports administration will be highly regarded.

If you meet the abovementioned criteria, we'd love to hear from you.



## **ITTF-Oceania GENERAL MANAGER**

### **Position Description**

**JOB TITLE:** ITTF-Oceania General Manager

**JOB TYPE:** Full-time, ongoing

**LOCATION:** This will be a home office based position, preferably within an Oceania country. Extensive international travel is required, and applicants should be willing to work as necessary rather than regular office hours.

**REPORTS TO:** ITTF-Oceania Management Committee, through the ITTF-Oceania President.

**DIRECT REPORTS:** ITTF-Oceania Events Officer, ITTF-Oceania Participation Officer, ITTF-Oceania High Performance Officer.

**KEY RELATIONSHIPS (INTERNAL):** ITTF-Oceania Management Committee, ITTF-Oceania staff members, ITTF staff members, 24 x National Associations key stakeholders, finance and accounting partner.

**KEY RELATIONSHIPS (EXTERNAL):** Oceania National Olympic Committees, Oceania Paralympic Committee, Pacific Games Council, Australian Government Department of Foreign Affairs and Trade.

**MAIN RESPONSIBILITY:** To oversee the implementation of the ITTF-Oceania Strategic Plan.

**OTHER DUTIES:**

- Establish and maintain an effective working relation with the ITTF-Oceania Management Committee.
- Ensure effective staff management of all staff members.
- Manage Agreements and relationships with key internal and external stakeholders.
- Building capacity within National Associations.
- Overseeing innovative and sustainable participation growth strategies.
- Overseeing the establishment and maintenance of high performance pathways (able-bodied and para).
- Overseeing continental and international events that are professionally run, presentable and profitable.
- Consistently developing the strategic, operational and administrative capability of the organisation.
- Other duties as required by the ITTF-Oceania Management Committee.

**SELECTION CRITERIA:****Essential**

- Tertiary level education, preferably a Business and/or Sports Management Degree.
- 3-5 years working within state and/or national and/or international sport organisations.
- Professional fluency in written and verbal English language.

**Desirable**

- Experience living and working in Pacific Island countries/territories.
- Fluency in written and verbal French language.

**Skills:**

- Provision of services as required to Member Associations
- High level written and verbal communication skills including reports and presentations.
- Organisational skills, with ability to meet reporting deadlines.
- Financial knowledge and the ability to develop and implement budgets.
- Demonstrated ability to work with funding partners.
- Computer literacy including sound knowledge of Microsoft Office skills (Word, Excel, PowerPoint, Outlook) and Google Suite skills (Docs, Sheets, Slides, Forms).
- Ability to work as part of a team, as well as independently.

**WEBSITE:**

ITTF-Oceania has a comprehensive website which includes information on all facets of our activities, services and programs. The website is: [www.ittfocceania.com](http://www.ittfocceania.com).

**APPLICATIONS:**

Applicants must submit the following to be considered for the position:

- Resume
- Brief letter of introduction (no longer than 2 pages) addressing the Position Description.

All applications must be made through the online application form on ITTF.com (<https://www.ittf.com/job-opportunities/>) and will only be accepted until 11th March 2019. Late applications will not be considered.