JOB OFFER
FIELD PROGRAMS AND SPORT EVENTS OFFICER

Position: Field Programs and Sport Events Officer
Sector: Non-profit organization
Organization: Peace and Sport – L’Organisation pour la Paix par le Sport

Our mission is to promote sustainable peace by raising awareness throughout society and by teaching young people about peace using the structuring values of sport. To achieve this, we set up international cooperation between leaders from sport governing bodies, politics and athletes, stakeholders in peace, the private sector and civil society. Our action is conducted through Locally-based projects- development projects in the field - and through the organisation of international and regional Forums to provide a platform for stakeholders to meet and exchange ideas. For more details, visit: www.peace-sport.org

Main responsibilities:
• Conduct, prepare and manage all documents and the archive related to Field Programs ( concepts, plans, budgets, lists, communication, etc)
• Assist on the preparation of MOUs with all partners related to Field Programs
• Assist on the preparation work for establishing Sport programs within Field Programs
• Coordinate the contribution of the International Federations on Field Programs
• Prepare the Budgets of the assigned Field Programs
• Manage the planning, monitoring and Evaluation of the assigned Field Programs
• Coordinate and assist on the implementation of the Field Programs
• Manage the ACT FOR WHAT MATTERS application procedure and platform
• Coordinate and assist on the Peace & Sport Manual project
• Plan and coordinate meetings and minutes
• Prepare reports and presentations
• Manage tasks/projects related to the Peace and Sport Forum
• Cooperate with all Peace and Sport Team

Working relationships
Reports to the International Relations and Field Programs Director. Cooperates closely with the International Relations Coordinator and with all the Departments, external partners and stakeholders

Education: Master Degree in Sport Management/Project Management/ International Cooperation and Development or related

Skills and abilities:
• Excellent oral and written English
• High level oral and written French
• Any other language is appreciated
• Planning and organizational skills
• Communication skills
• Ability to respect each person’s contribution
• Experience in Project Development is appreciated
• Experience in Sport events and/or Multi Sport Events is appreciated
• Interest for the field of Sport for Development and Peace
• Sport and competition experience is appreciated
Entry Date: As soon as possible
Full time (39h/week)

Salary: Competitive

Place: Principality of Monaco

To apply: Please send your CV and cover letter to Mrs. Iris Vlachoutsicos, International Relations and Field Programs Director at iv@peace-sport.org

Deadline: 1 February 2017