

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



The International Gymnastics Federation (FIG) is seeking an

## Institutional Relations & Governance Manager

to join its Administration Department at the earliest possible commencing date.

### Position Description

#### 1. Scope of the Position and Reporting Structure

The successful candidate will be a dynamic, task-oriented individual with strong diplomatic skills and excellent knowledge of the philosophy and activities of the Olympic Movement, with the ability to multi-task and to work in a team-environment.

This is a full-time position within an international sports Federation. The job may require some international travel. Work outside standard hours is expected.

<b>Title / Function:</b>	<b>Institutional Relations &amp; Governance Manager</b>
<b>Reports to:</b>	Secretary General
<b>Location:</b>	FIG Head Office, Av. de la Gare 12A, Lausanne, Switzerland
<b>Position:</b>	Full-time (100%)
<b>Salary:</b>	Competitive
<b>Start Date:</b>	As soon as possible

The job requires an excellent knowledge base of the 8 disciplines of Gymnastics and a strong affinity to Institutional Relations, Sustainability and Good Governance.

#### 2. Mission and Key Responsibilities

Incumbent's responsibilities towards his/her direct superiors:

##### **Institutional Relations**

- Management of institutional conflicts affecting the member Federations and coordination with the continental Unions.
- Revision and approval of the member Federations and Continental Unions' statutes, implementation of the principles of good governance within this framework.
- Follow-up and confirmation of member Federations' elections.

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## Governance

The purpose is to help the FIG ensure responsibility, accountability, fairness and transparency in its relationship with all stakeholders.

You will be in charge of developing and implementing the Federation governance program, including corporate governance and good governance guidelines. You will also be responsible for communicating your plans and formulating budgets.

- Develop, implement, communicate and maintain
  - governance, risk and compliance policies, processes and procedures
  - the corporate strategy
  - organizational integrity
- Advise the authorities, committees, member Federations on corporate governance principles and the implementation of governance programs and risk management frameworks.

## 3. General Management and Performance Guidelines

- Ensure that deadlines for work are duly and efficiently met
- Conscientiously fulfill his/her duties
- Put forward appropriate measures in order to improve and simplify the work
- Regularly share and communicate important information to colleagues and partners

## 4. Experience and Skills Required

**Education:** Degree in Business Administration or in Social Sciences

**Languages:** English and French are mandatory, other language(s) is an asset

### Mandatory:

- 5+ years of experience in institutional relations and governance
- 5+ years of working experience in the Olympic Movement
- Clear understanding of Institutional matters in the sports environments

### Additional requirements

- Excellent communication skills
- Excellent knowledge of Sports Ethics
- Strong knowledge of MS Office tools
- Strong sense of integrity and confidentiality

### Attitude

- Engaged, proactive and flexible
- Team player
- Resilient to stressful situations

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## 5. About the FIG

The International Gymnastics Federation is the governing body for Gymnastics worldwide. It is the oldest established international federation of an Olympic sport and has participated in the Olympic Games since their revival in 1896. The FIG governs eight sports: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline - including Double Mini-trampoline and Tumbling -, Aerobics, Acrobatics, and Parkour. It counts more than 160 national member federations and has its headquarters in the Olympic Capital of Lausanne (SUI).

If you think you are the right person for this role, please send your application (cover letter, CV, references, certificates) in English by email to FIG Human Resources ([hr@fig-gymnastics.org](mailto:hr@fig-gymnastics.org)) by **30 June 2023**.

### Notes:

1. *We thank all applicants, but we will only consider and reply to the candidates who correspond to the profile.*
2. *We keep your full application with your personal information in our databases for one year. After one year, it is deleted. Should you want us to delete your application once the recruitment process is completed, please let us know.*