



# Deputy Secretary General Operations & Services

**Full-time** | Lausanne

## Your Mission

At World Gymnastics, strong operations are essential to enable sport, education and governance to perform effectively. Based at the headquarters in Lausanne, the Deputy Secretary General – Operations & Services provides leadership across the Federation's operational backbone, ensuring continuity, reliability and organisational resilience. Reporting to the Secretary General, the role oversees core support and execution functions, enabling stable delivery, sound resource management and effective coordination in a complex international environment.

## Your Responsibilities

- Provide senior leadership across Operations & Services, including Finance, IT & Technology, Services and institutional governance support functions.
- Coordinate and align multidisciplinary operational teams, ensuring clarity of priorities, consistency of practices and reliability of delivery.
- Oversee financial planning, budgeting and resource management in close coordination with finance leadership and the Secretary General.
- Ensure the robustness, security and suitability of IT systems and digital tools supporting the organisation's activities.
- Guide services supporting daily operations, including facilities, travel and administrative support, ensuring efficiency and continuity.
- Contribute to governance preparation and follow-up, supporting structured decision-making and institutional processes.
- Act as a senior operational reference point, anticipating risks, resolving issues and ensuring continuity in complex or high-pressure situations.
- When delegated, exercise organisational authority within the Operations & Services domain to ensure continuity of leadership and operations.

## About You

- University degree in Business Administration, Finance, Public Administration or a related field.
- At least 10 years experience within an international sports federation or a comparable international organisation operating in a complex, regulated environment.
- Proven track record in leading and coordinating operational or support functions at senior level.
- Strong understanding of finance, organisational processes and IT-enabled operations.
- Demonstrated ability to lead experienced teams through alignment, dialogue and prioritisation rather than command-and-control.
- Sound judgement, discretion and credibility in high-level institutional settings.
- Excellent coordination and decision-making skills.
- Comfortable operating at the interface between governance, strategy and execution.
- Fluent in English and French; additional languages are an asset.
- Valid Swiss working permit.



## We Offer

- A senior leadership role within a globally recognised international sports federation, with responsibility for guiding and coordinating key operational and support functions in a complex international environment.
- The opportunity to lead and align multidisciplinary operational teams, fostering collaboration, clarity and shared accountability across finance, IT and services.
- A position combining strategic oversight and hands-on coordination, offering exposure to high-level governance processes and international operations.
- A professional, multicultural workplace valuing trust, dialogue and pragmatic leadership, and offering long-term perspective and impact.

## About World Gymnastics

The Fédération Internationale de Gymnastique (FIG) — operating under its brand World Gymnastics™ — is the international governing body recognised by the International Olympic Committee (IOC) for the sport of gymnastics. Founded in 1881, it is the oldest established international federation of an Olympic sport and has been part of the Olympic Games since their revival in 1896. FIG governs nine sports: Gymnastics for All, Men's and Women's Artistic, Rhythmic, Trampoline & Tumbling, Acrobatics, Aerobics, Parkour and Paragymnastics. Through the World Gymnastics™ brand, the federation promotes participation, inspires engagement, and supports the long-term development of the sport worldwide. FIG brings together 165 member federations and engages millions of athletes, coaches, officials, and fans, making gymnastics one of the world's most widely practiced and watched sports.

World Gymnastics™ is a trademark of the Fédération Internationale de Gymnastique (FIG).

*At World Gymnastics, we foster trust, promote equality, celebrate diversity and ensure gymnastics thrives with integrity, innovation and inclusivity worldwide*

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## APPLY NOW

Please send your applications to **hr@worldgymnastics.sport** with the reference **DepSG\_OPS** on the subject.

Only direct applications will be considered.

We believe that in order to recruit the best professionals all applications must be reviewed equally. For this reason, all the elements you wish to share with us in your file are not discriminating (photo, age, gender, location for example). We are committed to offering equal opportunities. If your application is selected, we will reach out for an introductory call. As part of the interview process, we always ensure complete insight and transparency, namely, you will have the chance to meet people who will be crucial to your future success in the role.

When applying to this career opportunity, the candidate acknowledges and agrees that, in accordance with relevant legal regulations, World Gymnastics will collect and process his/her personal information for the purpose of contacting you and to analyse if your profile meets our criteria for the job. In the absence of a favourable response from us, we will keep your personal data for a limited period so that we can contact you again if we have new job offers.