MARKETING AND WEB DEVELOPMENT PROJECT MANAGER

Reports to:	Chief Information Officer
Location:	Monaco
Direct Reports:	0
Indirect Reports:	Software vendors and contractors

KEY INTERNAL RELATIONSHIPS	KEY EXTERNAL RELATIONSHIPS
The person will work with the Leadership Team, Directors and peers. Under the direction of the Chief Information Officer, he will interact with: - Development teams, - System and Network Administrator, - Project coordinator, - Other roles in IT, - IAAF product owners in the Competition and events, Development, Finance, governance, marketing and HR department.	- IT solutions providers, - External development teams, - Software providers, - Cybersecurity providers, - Local Organising Committees IT.

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics. It includes 6 continental Area Associations and 214 national Member Federations. The IAAF organises many major athletics competitions worldwide, including the World Athletics Series (WAS) and One Day Meetings, Diamond League and IAAF Road Race label events.

The IAAF's mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity. It is based in Monaco and has a staff of over 80 with 20 different nationalities represented.

Lord Sebastian Coe was elected as the IAAF President in 2015 and has since instigated a period of organisational reform and modernisation. Needless to say, that this is an exciting and stimulating time to join IAAF!

MAIN RESPONSABILITIES

The Project Manager (PM) oversees one or several projects and ensures that information concerning content (e.g., deliverables, risks, issues) passes to and from sponsors and stakeholders. The Project Manager is deeply involved in the elaboration of software specifications. He aims at improving the consistency, predictability and efficiency of the project delivery capability. The Project Manager provides leadership in best practices and is highly customer-focused - outward and upward and that these are consistent with customer expectations. The PM must also ensure that the operational issues of the project are managed, focusing on the project interface with

project leaders, project teams, technology. The PM ensures that the project follows the delivery process.

The position presents a unique opportunity to work on a wide variety of projects with initiatives in relation with the IAAF digital transformation around marketing and promotion processes as well as e-learning and data analytics. The IAAF is indeed engaged in an ambitious strategy which will lead to a tailored and exciting content rich Fan journey.

The IAAF also offers an exciting outlook for passionate individuals interested in making a difference in an international environment and in the sport industry.

WHAT YOU WILL BE DOING

- Define project scope and schedule while focusing on regular and timely delivery of value.
- Organise and lead project status and working meetings; prepare and distribute progress reports; manage risks and issues; correct deviations from plans; and perform delivery planning for assigned projects.
- Lead planning and/or implementation of projects. May participate in the design and/or testing phases.
- Facilitate the definition of project missions, goals, tasks, and resource requirements; resolve or assist in the resolution of conflicts within and between projects or functional areas; develop methods to monitor project or area progress; and provide corrective supervision if necessary.
- Responsibility for assembling the project staff; for their technical or functional development, performance, and/or termination during the project or projects.
- Facilitate the definition of service levels and customer requirements. Interact regularly with the IAAF departments to determine their needs and to develop plans for improving delivery.
- Support the Product Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance.
- Work cross-functionally to solve problems.

HOW WE DO THINGS

We expect excellence and integrity from every member of our staff. From you, as part of the IT team, we also expect:

- Total integrity,
- Strong sense of team work and team spirit,
- Initiative and pro-activity,
- Creativity and willingness to work "outside the box",
- Efficiency and the ability to analyse current work methods and propose simplified processes.

REQUIREMENTS

- Minimum of 4 years' higher education in Engineering or Data Marketing with significant experience in technology project management.
- Minimum 5 years project management experience in an international environment.
- Experience in the launch of CRM and/or marketing automation B2C solutions.
- Proven track record in high traffic Web site development and Web metrics elaboration and analysis.
- Solid understanding of software development life cycle models as well as expert knowledge of both Agile and traditional project management principles and practices and the ability to blend them together in the right proportions to fit a project and business environment.
- Prior experience with SCRUM/Agile methodologies with enterprise-level application development projects.
- Experience overseeing multi-function project teams.
- Balanced business/technical background.
- Sufficient level of technical background to provide highly-credible leadership to development teams and to be able to accurately and objectively evaluate complex project risks and issues.
- Strong interpersonal skills including mentoring, coaching, collaborating, and team building.
- Strong analytical, planning, and organisational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Proven ability to lead software development projects and ensure objectives, goals, and commitments are met.
- Solid understanding of and demonstrated experience in using appropriate tools:
  - Agile Project Management tools such as Jira, Visual Studio, MS TFS or equivalent,
  - Microsoft Project, Visio, and wireframe Tools.
- Excellent oral and written communications skills and experience interacting with both business and IT individuals at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the "big picture" view.
- Fluent English. French Fluency would be very much appreciated.

Please send your CV and covering letter in French and English to emploi@iaaf.org before 21st October 2018 COB.