



We're Hiring! Procurement Manager – World Athletics (Monaco)

World Athletics is looking for a **Procurement Manager** to source, negotiate, and purchase goods and services at the best value for the world's most participated sport: athletics. Are you passionate about procurement and sport? This role is for you!

This position is based at World Athletics Headquarters in Monaco.

About World Athletics www.worldathletics.org

World Athletics is the global governing body for the sport of athletics, encompassing track, field, road, trail and cross-country events. We work with **6 continental federations** and **214 national member federations**, guiding and growing the sport globally.

We organize leading international competitions, including the **World Athletics Championships**, the **World Athletics Series (WAS)** events, and the **one-day meeting circuits** such as the Wanda Diamond League, Continental Tour, World Indoor Tour and Road Race Label events.

Headquartered in **Monaco**, World Athletics includes **115 staff members from 30 nationalities**. Under the presidency of **Lord Sebastian Coe**, the organization has undergone significant modernization and reform, strengthening the sport at all levels.

Our vision is clear: **"To use the power and accessibility of athletics and our athletes to create a healthier and fitter world."** We strive to grow athletics from playgrounds and parks all the way to the Olympic podium.

Key Responsibilities

Reporting directly to the CFO, the Procurement Manager holds a newly created position.

He/ She is responsible for designing, structuring, deploying and enforcing the procurement function in an environment that is still relatively immature in this area.

The role is both structural and educational, with an important governance component: strengthening procurement practices, securing financial commitments and ensuring compliance with rules, thresholds and delegations.

He/ She will ensure that every initiative reflects World Athletics' values: integrity, inclusivity, innovation, and the advancement of athletics globally.

Lead the Procure-to-Pay (P2P) Cycle and Ensure:

- Formalization and documentation of the procurement process.
- Existence and compliance with clear approval and delegation rules.
- Effective matching of purchase orders – goods receipts – invoices.
- Respect of the segregation of duties principle (procurement / reception / payment).
- Use of tools with integrated workflows and controls.

Creation and Governance of the Procurement Function

- Define the organization's procurement strategy and policy.
- Formalize end-to-end procurement processes.
- Define delegation rules, thresholds and approval workflows.

Tools and Procure-to-Pay

- Contribute to the selection and deployment of the Procure-to-Pay tool.
- Structure supplier databases and purchasing categories.
- Maintain procurement tools and processes over time.

Compliance and Internal Control

- Ensure compliance with procurement rules.
- Implement compliance controls.
- Identify and address deviations from established rules.

Support and Procurement Culture

- Train and support operational teams.
- Promote procurement of best practices.
- Contribute to fostering a stronger cost-control culture.

Skills & Experience Required

- Significant experience (7–10 years) in structured procurement environments.
- Proven experience in creating and/or transforming a procurement function.
- Higher education degree in procurement, finance or management.
- Proficiency with Procure-to-Pay (P2P) tools.
- Advanced proficiency in Microsoft 365 tools (Excel, BI tools) and collaborative tools (Teams, SharePoint).
- Excellent command of both English (B2 to C2) and French, written and spoken.
- Rigor, diplomacy and ability to enforce governance frameworks.
- Ability to influence, motivate and drive transformation projects.
- Autonomy, strong sense of responsibility, and strong pedagogical skills.
- Ability to negotiate with various stakeholders.
- Structured and proactive mindset with a focus on continuous process improvement.
- Excellent interpersonal and communication skills; team spirit, motivation and commitment.
- Impeccable integrity, loyalty and professionalism.
- Exemplary work ethic, respectful behavior and absolute discretion.
- Ability to foster collaboration and maintain strong professional relationships internally and externally.
- Ability to manage multiple priorities and deadlines while maintaining high-quality output in a demanding and constantly evolving environment.
- Ability to demonstrate teaching ability, flexibility, adaptability and to operate in fast-paced environments.
- Openness to diversity and multicultural environments.
- Knowledge of athletics.

What We Offer

- ✓ Join a passionate, international team
- ✓ A diverse and inclusive workplace
- ✓ A unique work environment in Monaco (sea + sunshine!)
- ✓ Opportunities for professional development
- ✓ Hybrid work (1 remote day/week)
- ✓ Competitive benefits package (medical, insurance, etc.)

How to Apply

Send the following in English to jobs@worldathletics.org before 18 March 2026:

- CV and Cover letter
- Current remuneration
- 3 referees (contacted at final stage)
- Any other relevant documents

Respect - Integrity - Leadership - Commitment - Innovation - Excellence