

Job opportunity at the CISM General Secretariat

Job Title: CISM Protocol & Events Manager (J5)

Department/Office: CISM Headquarters General Secretariat

Location: Brussels (BEL)

Mandate: the incumbent will have a 3 years mandate as a full-time collaborator at the CISM HQ

Start of the mandate: 01 July 2020

In-site hand-over / Takeover period of 3 (three) weeks is needed

Duration of the mandate: 3 years - July 2020 - July 2023

Rank requirement: Senior Officer (Major or Lt Col) or equivalent

CISM HQ Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting: The work is performed with considerable independence and judgment under the direction of the CISM Secretary General.

Responsibilities:

The incumbent will be required to:

- Support and advise the CISM President and the CISM Secretary General on diplomatic, international relationships and protocol matters.
- Plan and manage CISM statutory events such as the CISM Board of Directors meeting and the General Assembly & Congress.
- Participate in planning the great CISM Events regarding protocol issues.
- Manage the invitations/ participation of VIPs and other guests at CISM events.
- Support the OCR, HQ Representative and Local Organizing Committees in the adequate implementation of the CISM protocol at CISM Sports events, mostly opening and closing ceremonies and award ceremony.
- Support and supervise the adequate implementation of the CISM protocol at CISM Statutory events.
- Plan and coordinate the events at the General Secretariat.
- Responsible for the arrangement of all preparatory documents, the minutes and the follow-up of decisions of the Statutory events.
- Support the implementation of the General Assembly and Board of Directors' decisions taken.
- Coordinate the process of CISM Order of Merit and CISM Star of Sport Merit, as well as other gifts and material necessary for the CISM Events in close collaboration with the Logistics Manager and Finances Director.
- Maintain up to date CISM Regulations, Protocol guidelines and technical manuals.



- Act as Secretary of the Regulations Commission.
- Prepare letter regarding Protocol and Events matters.

Qualification: Education:

1. Bachelor in Physical Education is required.
2. Master in International Relationships and Sports Management is desirable.
3. Graduate of a National Command and Staff College or National War/Defense College is mandatory.

Experience:

1. A minimum of five years of progressively responsible experience in the military profession, including operational planning, is required.
2. Applicant must be an active service military senior officer in the rank of Colonel, Lieutenant Colonel, Major or equivalent in other services.
3. Operational experience in a joint/combined planning level is desirable.
4. Strategic level planning experience is desirable.
5. Minimum 2 years working in ministries, cabinets, international institutions or assisting authorities.
6. Involvement with protocol in international/regional events or other activities in the related area.

CISM and CISM Sports Experience:

1. A minimum understanding and experience in a multisport environment are required.
2. A minimum of experience as a member of a CISM Delegation / CISM Sport Committee is desirable.

Languages:

1. English, French, Spanish and Arabic are the official languages of CISM.
2. For this post, fluency in French and English (both oral and written) is needed.
3. Knowledge of another CISM official language (Spanish and Arabic) is an advantage.

Competencies:

- **Professionalism:** Proved professional competence and knowledge of theories and concepts relevant to sports planning at the operational level. Proven research, analytical and evaluative skills, and ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Ability to produce high-quality work with limited supervision and in unfamiliar environments. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. When planning; monitors and adjusts plans and actions as necessary; uses time efficiently.



- **Teamwork:** Works collaboratively in a multi-ethnic team of colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview.

Special Notice:

Circulation of this Job Opening is limited to CISM Member States. Active serving military officers and Civilians employed by the Defense Department who have received authorization by their National Authorities to apply for this Job Opening will be considered. Any application shall be covered by an official letter addressed to the CISM general Secretariat by the chief of the national delegation to CISM.

All costs deriving from the assignment are covered by the CISM Member nations detaching the officer.

This job description is not intended to be all-inclusive. The selected officer may also perform other reasonable related business duties as assigned by the CISM Secretary General.