



## HR MANAGER

If you are an experienced and talented HR Manager, a solid team player who enjoys working jointly, stimulated by international, multicultural environments and global challenges. And if you love sport. Come and join World Athletics and contribute to shaping and protecting the future of the most participated sport on the planet and the number one Olympic sport.

World Athletics is looking for a highly motivated, **HR Manager** to join an efficient close-knit HR team of two members responsible for the good staff management and staff's well-being.

The role is based at World Athletics' Head Quarters in Monaco, reporting to the HR Director.

### About World Athletics

More people around the world participate in athletics than any other sport on the planet.

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of World Athletics.

World Athletics organises leading athletics competitions worldwide including a number of World Athletics Series (WAS) events and its flagship, the biennial World Athletics Championships. It also administers One-Day Meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

World Athletics is based in **Monaco**, has a staff of 105 representing 32 different nationalities of all continents. Lord Sebastian Coe was elected as the current World Athletics President in August 2015, reelected in 2019 and in 2023. He has since instigated a period of high-profile organisational transformation and modernisation, as well as wide-spread reforms across the sport globally.

World Athletics' vision is **"to use the power and accessibility of athletics and our athletes to create a healthier and fitter world"**, which gives a true purpose to all people working in the Association. They also aim at developing the whole sport – from playground and parks to Olympic Podiums.

### General overview of the position

The main objectives of World Athletics Human Resources Department are to ensure that World Athletics is an organisation where the best talents are attracted, recruited, trained developed, cared for and supported to the highest possible standards. Maintain a working environment where the best in terms of personal and team performance is expected, and everyone is treated with respect, fairness and consistency.

The core missions of this position will lie in developing trainings, participating in building the internal rules/processes structure and participating into the development of Human Resources projects.

### Description of key responsibilities of the position

- Develops and manages the training plan and training initiatives
- Support for the skill, talent management and for analysing, processing and follow-up of the yearly appraisal reviews.
- Contributes to the creation and /or update of the internal documents and to the drafting and implementation of new internal policies and processes
- Contributes or manages Human Resources Projects across the organisation
- Contributes to the development of internal communication, populating our social media channels.



- Support current and future business needs through the development, engagement, motivation and preservation of Human Capital
- Assist the Department with any support needed on request of the Director of the Department

### Skills and experience required

- 8 years' relevant experience in human resources one the same functions ideally in an international organisation
- Proven experience on training and training plan design and management
- Proven track record of skills management and mapping
- Proven track record of drafting human resources internal policies and internal processes
- Proven track record of project management
- Proven track experience working with a wide range of stakeholders, across multicultural, international boundaries and appreciating cultural differences
- Excellent English and French, both written and verbal,
- Any additional language is an advantage,
- IT literate: Microsoft office pack, etc
- Knowledgeable and comfortable with digital communication channels and platforms

### What we offer

- Comprehensive package, including medical, life insurance and income protection.
- A talented team of passionate individuals who love what they do
- The option to work from home for one day a week.
- Development opportunities
- Casual and inclusive atmosphere with people of diverse backgrounds, lifestyles, and nationalities
- Wellbeing and teambuilding initiatives and activities throughout the year (travel, ski, etc.)
- Exceptional work and living environment in Monaco: sea and mountains on the doorstep, 300 days of sun per year and a safe and secure community.

### How to apply

World Athletics is an equal opportunity employer and strongly encourages applications from suitably qualified and eligible candidates regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion or belief.

To apply candidates should send the following in English to [emploi@worldathletics.org](mailto:emploi@worldathletics.org) before **August 26<sup>th</sup> 2024**.

- ☺ Letter of application highlighting your interest in the post and your relevant experience
- ☺ Up to date curriculum vitae
- ☺ Details of current remuneration
- ☺ Names and contact details for three referees (referees will not be contacted until final interview stage)