

Position Description

Vacancy Title: **Executive Officer**

Location: **Suva**

Reports To: **None**

Objective

Reporting to the ORADO Board, the role will provide overall strategic direction, leadership and organisational management to ORADO including oversight of its daily operations. The Executive Officer will also work closely with key stakeholders to promote and advocate anti-doping programmes and the doping-free sport movement. The role will also act as Board Secretary as and when required.

Outcomes

Organisational Stakeholders

1. Strategic management and leadership of ORADO ensured

- Robust coordination in the development and implementation of strategic plans with relevant stakeholders including the ORADO Board ensured
- Annual operation plan and budget reflects ORADO's strategic direction and is effectively implemented
 - Corporate governance and financial policies as approved by the Board govern operations
 - Financial contributions received from member countries are accounted for, monitored and reported on
- Policies are recommended for personnel, finance and administration
 - Approved policies and procedures are implemented
- Risk management - assessment plan developed, implemented and continuously monitored
 - Risk mitigation plans for high level risks developed and well understood by Board and staff.
- Effective image building implemented at community, national and regional levels
 - Strategic communications plan is developed, implemented and continuously monitored for effectiveness
 - Synergising and coordination with stakeholders' efforts ensured
 - Communication and advocacy of ORADO priority areas through official website, social media, mainstream media ensured and strengthened
- ORADO represented at national, regional and international meetings of the Olympic Movement (e.g. ANOC General Assemblies, Joint Meetings of Olympic Solidarity Offices, Olympic Congresses)
- Role of Board Secretary enacted as and when required
 - Maintaining complete, correct and relevant minutes, and matters arising
 - Effective distribution of meeting minutes and papers ensured
 - Ensuring matters arising are appropriately and efficiently addressed

2. Effective resource mobilisation ensured for all internal and external ORADO activities

- Resource mobilisation plans and strategies are developed and implemented as per strategic priorities
- Drive and coordinate ORADO's registration as a separate entity and ensure registration within one year
- Securing of core funding from potential donors ensured
 - Ascertain minimum funding required to ensure the sustainability of core functions
- Ensure programs and activities undertaken by ORADO are self-funding
- Resources are procured and managed while considering priorities, barriers and obstacles
 - Recruitment of relevant staff facilitated taking into account organisation needs
 - Review of role descriptions and role expectations for relevance ensured
- Cost-effective ways to provide required support to stakeholders explored and applied where necessary
- Regular and ad hoc financial reports provided to relevant stakeholders in a timely manner
 - Financial analysis undertaken and report presented to aid decision making ensure

3. Anti-doping initiatives are developed, implemented and monitored for quality purposes

- Development, design, implementation and monitoring of doping control programmes with new and existing partners within each member Pacific Country ensured
 - Advocacy for the development and implementation of values-based anti-doping education programmes ensured
 - Availability of education programmes that support active participation by athletes and athlete support personnel ensured
- Capacity building programme of doping control personnel are coordinated and supported at a national and regional level
- Effective coordination and implementation of donor funded and user-pay client testing programmes ensured
- Systems and strategies are developed and implemented to ensure that the quality and integrity of programmes is maintained
 - Anti-doping rules and regulations are developed and successfully implemented to facilitate effective testing programmes at national and regional levels
 - Code-compliant national anti-doping rules are adopted and implemented
- Quality standards in doping-free sports across all participating countries is maintained
- Regular accreditation/re-accreditation and evaluation of Doping Control Officers (DCOS) ensured
- Active committees established to conduct results management hearings, review of Therapeutic Use Exemption applications, and appeals

4. Effective stakeholder, partner and membership engagement ensured to promote long-term sustainability

- Engagement with regional sports organisations ensured to promote anti-doping education ensured
 - Assistance provided to Oceania governments with their compliance with the UNESCO Convention Against Doping in sport and the Code at national and/or regional levels
 - Buy-in from national, regional and partners for the sustainability of ORADO effectively increased
 - Application and security of funds from stakeholders ensured to support ORADO operations and activities
 - Monitoring and reporting on ORADO programmes ensured and where appropriate, advice and guidance provided on utilisation of funds
 - Ongoing liaison with Members, NOCs, NADO's, Regional/International Sports Federations, ONOC, etc., ensured
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5. Robust Human Capital Management

- Constant review of the management structure and systems effectively undertaken as and when required
 - Efficient and effective organisation with clear roles and responsibilities for all staff ensured
 - Staff performance is effectively monitored and managed
 - Annual performance management reviews are undertaken
 - Performance management measures established and maintained while managing adjustments and variations
 - Performance reports submitted to relevant stakeholders in a timely and accurate fashion
 - Staff mentoring and development supported through training and development programmes
 - Developing and growing workforce (ORADO and Membership):
 - Support and professional development opportunities provisioned for staff
 - Ensure a positive work environment, staff effectiveness, competent and motivated
 - Staff retention rate maintained at high levels
 - Recruitment of staff and volunteers effectively coordinated and facilitated in conjunction with relevant stakeholders including the Board
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6. Well-informed Board supports informed decision-making

- Effective communication with Board members on ORADOs progress ensured
 - Compiles and circulates ORADO Annual Report
 - Annual Report finalized for presentation to Annual General Assembly
 - Report circulated to ONOC, ANOC, IOC and other stakeholders
 - Monitoring and reporting on Strategic Plan ensured
 - Bi-annual reports to ORADO Board and Annual Report
 - Regular financial reporting to ORADO Board and Staff provided
 - Annual Report on ORADO's relevant Anti-doping programmes is provided to the ORADO Board
 - Sound advice provided to the Board includes but is not limited to company policies, regulatory, investment, business growth, etc.
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7. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
 - Monitor and encourage team members to uphold image and value standards
 - Uphold and demonstrate the organisation's image and values
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Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Competence	Description	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.	
Qualifications		
Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Business Administration, Operations Management, Sport Management	
Desirable		
Masters Degree	Business Administration, Operations Management, Sport Management	

Work Knowledge and Experience

Minimum of 10 years experience at the Executive Management level; combined with knowledge of the Oceania Sporting Community and Doping Control Programs.
Computer literacy including an intermediate level of skill in MS Word and Excel
Exceptional self-management skills (organisation and time management) and the ability to work well within a team
Exhibit excellent communication (verbal and written) and interpersonal skills
Consultancy skills - ability to understand the HR needs of both the organisation and the individual staff member
Possess skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders (Mutually beneficial relationships)
A detailed understanding and experience in policy writing and contract administration
Solid understanding of financial management concepts including budgeting and reporting

Requirements

Language Proficiency
Excellent command of spoken and written English
Knowledge of regional languages, desirable

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	ORADO Board	
	All staff	
External		
	Member Countries	
	National Anti-Doping Organisations	
	National Olympic Committees	
	ONOC	
	Relevant governments	
	Community	

Attributes

Behavioural Styles	
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Interpersonal Styles	
Realistic	Shows concern for facts and reality, rejecting the impractical.

Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.
Decisive	Reaches conclusions, promptly and firmly.

How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/ORADO/EO> with your letter addressing the critical outcomes and CV which must include details of 3 non-related professional referees.

Contact for Enquiries

Contact Name: Kelera Bokini

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Further Contact Information: +679 330 3137 or +679 773 3137

Closing Date: 28 Aug 2022