



# **International Military Sports Council**

## **GENERAL SECRETARIAT ORGANIZATIONAL STRUCTURE AND MANNING**

**- Ed. June 2024 -**



# **CISM GENERAL SECRETARIAT ORGANIZATIONAL STRUCTURE AND MANNING**

## **REFERENCE DOCUMENTS**

CISM Regulations

CISM Strategic Plan 2024-2028

- S.O.1.1. Good Governance and Best Practices

- Perform an audit of CISM structures and adapt if needed

## **1. INTRODUCTION**

This publication deals with the governance and management of the CISM Headquarters and defines its new structure, based on the latest organigram in place, reviewed aiming at a more effective, functional and suitable organization.

Through the adoption and implementation of the lessons learned that emerged in the past years and the improvement of better practices for the optimization of the Headquarters' capacity to manage CISM demands, the structure harmonizes the information flow and the workload among all its entities within the CISM HQ for the fulfilment of its mission and tasks in a more organized and efficient way.

This document complies with the CISM Regulations and is in accordance with the CISM Strategic Plan 2024-2028 (S.O.1) related to the objective to ensure the sustainability and development of CISM.

The project study was conducted through the following steps:

- identifying the CISM HQ organizational structure's weaknesses and opportunities for improvement.
- collecting information from the equated organizations.
- defining feasible solutions without additional cost for CISM.

The current CISM HQ organizational structure will be subject to periodical reviews to adapt to the needs and correct/minimize any possible malfunctioning.

## **2. CISM GENERAL SECRETARIAT**

CISM General Secretariat is the permanent office that provides continuity to CISM. It is managed by the Secretary General and is comprised of military personnel, detached by member nations at their own expense, and civilian employees paid from the CISM budget. The staff is composed of Directors, Managers and Assistants who are effective in different departments with various responsibilities and tasks.

In addition to the CISM HQ Departments, under the direction of the Secretary General are also the following:

### **➤ The Continental Liaison Officers**

Composed of four officers, one for each continent, designated among the ones employed in the CISM HQ, with the task of helping disseminate and collect information among its members, belonging to the respective continent of origin. They work closely with all CISM departments and support CISM Vice-Presidents in coordinating actions and information with the Member Nations.

### **➤ The External Relations Office**

Composed of the following Department Directors: S&GA, SPORT, D&P and the COM, the Office reports directly to the Secretary General. The Communications Director act as secretary and coordinator of this office. The main task of this office is to plan and coordinate actions to improve CISM's external relationships and strategy.

➤ **Head of Secretariat**

The Head of Secretariat is responsible for assisting the SG in all his activities: participation and preparation of meetings, ensuring a smooth representation of CISM by SG, drafting letters and documents, ensuring that the communication from SG is clear and respecting all engagements from CISM towards third parties.

➤ **SG National Support Assistant**

The National Support Assistant (NSA) is responsible to assist the CISM SG in managing all the logistic and administrative incumbencies with the own Defence General Staff national authority/office of reference, acting as a point of contact for all the national personnel employed in the CISM HQ when it is necessary. NSA is also in charge of the planning and preparation of the SG involvement in CISM external events and national commitments.

➤ **Public Affairs Officer**

The CISM Public Affairs Officer plays a vital role in advancing the International Military Sports Council's (CISM) mission and objectives. The Officer's responsibilities encompass a wide array of tasks, from developing and executing public affairs strategies to fostering relationships with stakeholders such as government agencies, military organizations, and international media outlets. Collaborating closely with the Media and Communication Director, they analyze trends to refine communication strategies and ensure alignment with organizational goals. Directly depending from the Secretary General, through coordination with various departments within CISM HQ, the CISM Public Affairs Officer continuously staying abreast of developments in public affairs, sports diplomacy, and military sports, identifies opportunities for CISM engagement and promotion, ensuring its enduring relevance on the world stage.

➤ **Legal Advisor Officer**

The CISM Legal Advisor Officer plays a strategic role in providing an overall legal expertise and support on legal issues relating to the functions, structures and activities of the International Military Sports Council's (CISM), support management on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory corporate/ngo governance requirements. As a legal advisor the Officer's responsibilities encompass a wide array of tasks such as assist the Secretary General in handling the CISM legal responsibilities. Duties may include preparing contracts, agreements and documentation, and providing a variety of legal support. Directly depending from the Secretary General, closely collaborate with the External Relation Office.

➤ **The CISM HQ Departments**

Named as follows and followingly detailed:

- Strategy and General Affairs (SGA)
- Sport
- Games
- Academic
- Finances and Human Resources
- Media and Communication
- Development and Partnership.

### **3. CISM HQ DEPARTMENTS**

The CISM General Secretariat consists of seven Departments whose mission and tasks are summarized as follows:

#### **a. Strategy & General Affairs Department**

The Strategy & General Affairs Department is responsible for the administration of the CISM General Secretariat and oversees, amongst others, the following areas:

- Preparation, organization and management of the statutory events: General Assembly, Board of Directors, Emergency Board meetings. This includes the redaction of agendas, working documents, decision files, and information files but also the physical organization of the meeting.
- Coordination of the implementation, development, updates and evaluation of the CISM Strategic and Business Plan, based on CISM High Leadership decisions.

- Manage the short, medium and long-term planning of CISM activities and objectives
- Prepare proposals, set goals, policies and procedures for the functioning of CISM
- Operate most effectively and efficiently by facilitating and coordinating inter-department issues and projects.
- Manage the CISM HQ military personnel process of candidature, hand-over, familiarization and employment within the HQ.

The Strategy & General Affairs Department is led by the Strategy & General Affairs Director. He is leading a team composed of:

- Protocol and Events Manager
- Strategy Manager
- Protocol and Events Assistant
- Current Affairs Administration Manager
- Logistics Manager
- S&GA Adm and Logistic Assistant

### **b. Sport Department**

The sports department (SD) coordinates the CISM Sports Calendar and ensures a modern and integrative sports program. The SD does this by guiding the candidature process, supporting the preparation process and supervising the organization and the follow-up of the World Military Championships. The SD also supports the (Presidents of) CISM Sports Committee of all World Level sports and in cooperation with PCSC's and IF-manager establishes and maintains contacts and proposals regarding International Federations for sport-related matters.

The SD is also responsible for managing and following the Solidarity actions and Sport & Peace projects and, in cooperation with the (P)CSC's, create development programs for sports.

The Department is led by the Sports Director who has, amongst others, the following responsibilities:

- To advise the CISM High Leadership and CISM HQ directors on sports related (technical) matters regarding strategy, development, innovation, safety etc.
- To proactively liaise with the Chiefs of Delegation, LOC's and the concerned PCSC in order to timely ensure the proper planning, management of the preparation and delivery of the CISM World Championships, including the establishment of the general program and sports program of the competitions and specific Sports & Peace programs and Solidarity activities.
- To assist the PCSC and the CISM Secretary General in maintaining up-to-date sports regulations for all the CISM world Level sports
- To create a clean and safe sports environment by ensuring a anti-doping program which is in line with the WADA regulations
- To analyze the championships reports and technical reports and to advise the CISM Secretary General on the applicable follow-up
- To provide the CISM Secretary General with the most updated information about the progress of the effective preparation of the WMC in order to accurately brief the CISM President and BoD at the occasion of BoD meetings, Executive Meetings, GA etc.
- To provide reports on all statistics and results of the sports activities in order to ensure archiving of all sports results.

The Sports Director is supported by a staff composed of the following functions:

- PCSCs and Technical Assistance Manager (and replacement of the Sports Director)
- World Military Championship Manager
- Antidoping Manager (and assistant WMC-manager)
- Results & statistics and Parasport Manager
- Solidarity and Sport & Peace Manager

### **c. Games Department**

The Games Department is responsible to supervise, in close collaboration with the CISM Secretary General, the Sports Director, the PCSC, the LOC and the involved CISM authorities, the efficient and effective preparation, delivery and follow-up of all aspects of the followings main sport events:

- CISM World Games
- CISM Cadet Games
- World Football Cup
- Heroes Games

The Department is led by a Games Director who is seconded by 2 Games Managers.

#### **d. Finance & Human Resources Department**

The Finance & HR Department Director's mission regards, in general terms, the administrative conduct of the CISM HQ. In particular, he/she:

- Oversees the general and analytical accounting: elaboration of the budget, follow up of the financial administration and the accounting management, check and payment of suppliers' invoices, financial control of stocks, follow up of the relations with the bank, and the establishment of fiscal documents.
- Manages member nations and partner countries financial obligations: invoicing (fees, surcharge and sale articles), acknowledgement of receipt of payments, follow up of the situation of member countries, invoicing of contracts of partnership and follow up of the situation of partners.
- Assists the Commission of Finances, the Audits and the Contract Review Board through the preparation of related files and the drafting of documents and meetings minutes.
- Manages the CISM HQ civilian personnel: files management, monthly control of presences, monthly salaries etc...

The Finance & HR Director is responsible to the Secretary General for the daily management of the CISM General Secretariat and to the Treasurer General for the reporting of the financial situation to the Board of Directors and the General Assembly.

The Finance & HR Director is seconded by the Finance & HR Manager.

#### **e. Academic Department**

The Academic Department develops and manages the CISM academic growth policy, CISM Academic Program and CISM Course Platform. It establishes and maintains worldwide relationships with the academic network of universities through the agreement of Protocols of Academic Understanding (PoAU). Manages the CISM International Symposium every 2 years, advises the CISM Sports Science Commission and participates in CISM Academy's works.

Additionally, through the Heritage and Legacy division, the Academic Department is responsible to develop actions with the aim to update and recover parts of CISM's history (written, visual etc), providing public access to the database (research in general), expanding and popularizing the image of CISM as a global sports institution and promote the accomplishment of historical-scientific research about CISM contributions in world sports scenario.

The Department is led by a CISM Academic Director who is one of the two Managers (Education & Sport Science, Heritage & Legacy) appointed by the CISM Secretary General.

#### **f. Media & Communication Department**

The Media & Communication Department is led by the Media & Communication Director. His missions are to administer CISM's global communication and media management, to define and implement a coherent communication policy for CISM and the CISM General Secretariat, and to update the CISM website with the latest news and info decided by the CISM SG.

The Media & Communication Director is responsible for defining and implementing a coherent and continuous communication and media management policy applicable to CISM as a whole and at the CISM headquarters. His function englobes various fields of operations and is directly connected with the CISM Leadership (BoD, GA). He is considered the intermediary with external media under the authority of the CISM Secretary General. He is responsible for the effective and constant updating process of the content, layout and innovations of the CISM website.

The Media & Communication Director is seconded by a Media & Communication Assistant and a Graphic Designer & Photographer.

#### **g. Partnership & Development Department**

The Department is led by the Partnership & Development Director. He is responsible for creating, developing and managing the CISM partnership and development strategy regarding alternative financing (from International Federations, Private entities, and Governing Bodies), monitoring the political activities to ensure CISM's positioning and acting and promoting CISM development through partnerships and projects.

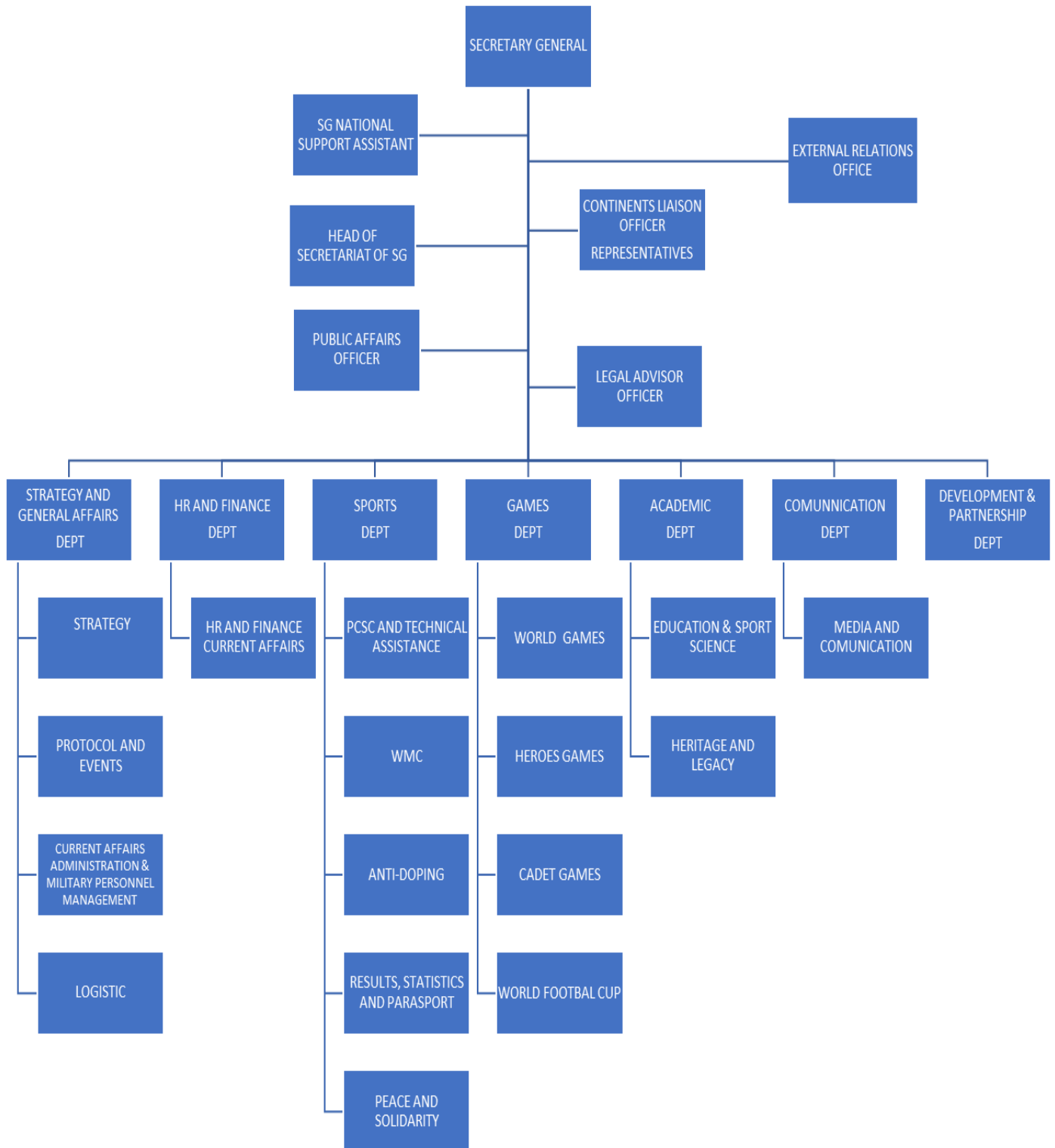
The partnership & Development director is in close contact with International Federations, Governing Bodies and private entities but also with the Sports and Games Departments for the redaction of contracts for sports events (ensuring CISM advantages are respected in the field of alternative financing and representation) and the Communication Department for visibility.

#### **4. ANNEXES**

The following listed annexes, constitute an integral part of the document. These are related to:

- **CISM HQ ORGANIGRAMME (Annex A)**
- **CISM HQ ROSTER (Annex B)** – which will be, when changes occur, regularly updated and forwarded to all CISM authorities.
- **CISM HQ MILITARY PERSONNEL – JOB PROFILES (Annex C).**

**CISM HQ ORGANIGRAMME**



## CISM HQ ROSTER

(Updated June 2024)

Post Nr.	Dept.	Function at the CISM HQ	Members of the CISM General Secretariat	Start of mandate	End of mandate
1	SG OFFICE	Secretary General	Navy Capt. Roberto Recchia (ITA)	May 2022	Jun 2026
2		SG National Support Assistant	Vacant Position (ITA)	Feb 2025	Jun 2026
3		Head of SG Secretariat	Mr François-Philippe Draguet (BEL)	Nov 2018	Not Defined
4		Public Affairs Officer	Lt Cdr Florentia Sfakianou (GRE)	Aug 2023	Aug 2026
5		Legal Advisor Officer	New Position	Feb 2025	Feb 2028
6	S&GA	Strategy & General Affairs Director	Col Clayton Ricardo Pontes (BRA)	Mar 2022	Mar 2025
7		CISM Strategy Manager	Vacant Position	Feb 2025	Feb 2028
8		Protocol & Events Manager	Maj Daniel Cadoso Lafratta (BRA)	Jun 2023	Jun 2026
9		Protocol & Events Assistant	1 <sup>st</sup> Lt Saif Al Marri (QAT)	Feb 2020	Feb 2027
10		Current Affairs Admin Manager	Mr. François-Philippe Draguet (BEL)	Nov 2018	Not Defined
11		Logistic Manager	Mr. Dominique Einsweiler (BEL)	Feb 2017	Not Defined
12		S&GA administrative and Logistic Assistant	Sgt. Francisco D'Urso (BRA)	Feb 2024	Feb 2027
13	SPORT	Sports Director	LtCol Jan van den Dool (NED)	Mar 2019	Jun 2025
14		PCSC Manager and Deputy Sport Director	Lt Cdr Dimuthu Thissera (SRI)	Jan 2021	Jul 2024
			Major Nicolas Ferré (FRA)	Jul 2024	Jul 2027
15		WMC Manager	Capt. João Lourenço Espolaor Neto (BRA)	Feb 2024	Feb 2027
16		CISM Anti-Doping Manager	Capt. Luuk Nissen (NED)	Feb 2024	Feb 2027
17		Results & Statistics and Paraspport Manager	Navy Cdr Djair Akamine (BRA)	Feb 2024	Feb 2027
18	Solidarity and Sport & Peace Manager	Col Richard Emeh (NIG)	Feb 2020	Nov 2024	
19	GAMES	Games Director	Col Joseph Bakari (TAN)	Oct 2016	Oct 2026
20		Games Manager	Navy Cdr Tharanga Wijesekara (SRI)	Aug 2023	Aug 2026
21		Games Manager	Col. Reza Bagueri (IRI)	Jan 2024	Jan 2027
22	ACADEMIC	Academic Director	Lt Cdr Florentia Sfakianou (GRE) - Acting	Jan 2024	TBD
23		Education and Sport Science Manager	Vacant Position	Feb 2025	Jan 2028
24		Heritage and Legacy Manager	Vacant Position	Feb 2025	Jan 2028
25	FINANCE & HR	HR & Finances Director	M.me Ariane Morlet (BEL)	Sept. 1996	Not Defined
26		HR & Fin Manager	Mr. François-Philippe Draguet (BEL)	Nov 2018	Not Defined
27	MEDIA & COMM	Communications Director	Mr. David Vandenplas (BEL)	July 2015	Not Defined
28		Media and Communication Manager	Vacant Position	Feb 2025	Jan 2028
29		Media and Communication Manager	Vacant Position	Feb 2025	Jan 2028
30	D&P	D&P Director	Mr. Maxime Sempo (BEL)	Nov 2021	Not Defined



**JOB PROFILES**

**(Updated June 2024)**

<b>Job Profile at the CISM General Secretariat</b>
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**Job Title:** CISM SG National Support Assistant

**Department/Office:** CISM Headquarters General Secretariat – Office of the CISM Secretary General

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of the mandate:** linked to the mandate of the CISM Secretary General

**Rank requirement:** from Corporal (OR-4) to Officer (OF-4) or equivalent

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

**Organizational Setting and Reporting:** The incumbent reports to the CISM Secretary General.

**Responsibilities:**

The incumbent will have the following main responsibilities to assist the CISM SG:

1. Managing all the logistic and administrative incumbencies with the own Defence General Staff national authority/office of reference, acting as a point of contact for all the national personnel employed in the CISM HQ when it is necessary.
2. Planning and preparation of the CISM SG involvement in CISM external events and national commitments.

Furthermore, in relation to the SG national implication, support the CISM SG Assistant:

1. Maintaining up-to-date CISM SG calendar and appointments.
2. Ensuring the proactive and proper coordination and follow-up of all incoming and outgoing mail directed to the CISM SG.
3. Managing the SG invitations/participation of VIPs and other guests at CISM HQ events.

As eventual tasks, the incumbent cover also the position of Protocol & Event assistant supporting the P&E Manager:

1. Planning and preparation of the CISM SG involvement in Statutory Events, such as the CISM Board of Directors meeting and the CISM General Assemblies & Congress.
2. Supervising the adequate implementation of the CISM protocol at CISM Statutory events and when CISM SG visits a CISM nation.
3. Assisting the Local Organizing Committees (LOC) and supervising the adequate implementation of the CISM protocol at CISM Sports events, mostly opening and closing ceremonies and award ceremony in the occasion of CISM SG involvement.
4. Managing close contacts with all the members of the organizing committees of the CISM events to ensure the proper implementation of the administrative and protocol procedures.
5. Exchanging information with the CISM Member Nations delegations and CISM President/Vice President and BoD member's assistants/cabinet.

**Qualification:**

**Education:**

1. High School degree. A college degree is a plus.
2. Bachelor's in physical education is desirable

**Experience:**

1. Applicant must be active service military personnel in the rank of Corporal up to OF-4 Officer or equivalent in other services.
2. Involvement with protocol in international/regional events or other activities in the related area is desirable.
3. Working experience in ministries, cabinets, international institutions or assisting authorities is an advantage.

**CISM Sports Experience:**

1. A minimum understanding and experience in a multisport environment are desirable.
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, good knowledge of English (both oral and written) is required.
3. Knowledge of French or another CISM official language is an advantage.

**Capabilities:**

For the function of CISM SG National Support Assistant, some capabilities are required:

1. Team spirit and ability to work in a multiethnic and multicultural environment
2. Results oriented
3. Networking Skills
4. Diplomatic ability
5. Ability to resist stressful environments and time pressure.

**Assessment Method:**

Kindly note that the candidate may, as part of the evaluation of the 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 State of the same nationality as the CISM Secretary General**. Active serving military officers and Civilians employed by the Defense Department who have received authorization from 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 personnel.**

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

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Public Affairs Officer

**Department/Office:** CISM Headquarters General Secretariat – Office of the CISM Secretary General

**Location:** Brussels (BEL)

**Mandate:** Full-time collaborator at the CISM HQ

**Start of the mandate:** August

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum Captain – Maximum Lt Colonel or equivalent, civilian personnel employed by the national Ministries of Defence can be appointed to that function.

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

**Organizational Setting and Reporting:** The incumbent reports to the CISM Secretary General.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Develop and implement public affairs strategies to promote the values, objectives, and activities of the International Military Sports Council (CISM).
2. Cooperate with the Media and Communication Director for drafting press releases, statements, speeches, and other communication materials on behalf of the CISM Secretary General.
3. Monitor media coverage related to CISM and analyze trends to inform communication strategies, in coordination with the Media and Communication Director.
4. Plan and execute public relations campaigns and events to raise awareness of CISM initiatives and programs.
5. Provide guidance and support to CISM member nations on public affairs and communication matters.
6. Foster relationships with key stakeholders including government agencies, military organizations, sports federations, and international media outlets.
7. Coordinate with the CISM HQ departments to ensure alignment of messaging and consistency in communication efforts.
8. Stay updated on developments in the fields of public affairs, sports diplomacy, and military sports to identify opportunities for CISM engagement and promotion.

### **Qualifications:**

#### **Education:**

1. Bachelor's degree in communications, public relations, journalism, international relations, or a related field is desirable.
2. Master's in public relations/communication is desirable.

**Experience:** At least 3 years of professional experience in public affairs, communications, or media relations, preferably in an international or military context.

#### **CISM Sports Experience:**

1. Knowledge of military sports and familiarity with the structure and activities of CISM is desirable.
2. A minimum of experience as a member of a CISM Delegation / CISM Sport Committee is an advantage.

**Languages:**

1. English, French, Spanish and Arabic are the official languages of CISM.
2. Fluency in English (both oral and written) is required.
3. Proficiency in French or another CISM official language is advantageous.

**Capabilities:**

1. Excellent communication and networking skills, including the ability to write clear and compelling content.
2. Strong interpersonal skills with the ability to build relationships and work effectively with diverse stakeholders.
3. Strategic thinking and analytical skills to develop and execute communication strategies.
4. Flexibility and adaptability to work in a fast-paced and dynamic environment.
5. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.

**Special Notice:**

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.

**Assessment Method:**

Candidates may be required to undergo written knowledge-based assessment exercises followed by a competency-based interview as part of the evaluation process.

**All costs associated with the assignment are covered by the CISM member nations detaching the personnel.**

**This job description is not exhaustive, and the selected personnel may be assigned other related duties as required by the CISM Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title: CISM Legal Advisor Officer**

**Department/Office:** CISM Headquarters General Secretariat – Office of the CISM Secretary General

**Location:** Brussels (BEL)

**Mandate:** Full-time collaborator at the CISM HQ

**Start of the mandate:** February

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum Captain – Maximum Lt Colonel or equivalent, civilian personnel employed by the national Ministries of Defence can be appointed to that function.

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

**Organizational Setting and Reporting:** The incumbent reports to the CISM Secretary General.

**Responsibilities:**

The functionary will have the following main responsibilities:

1. Provide sound legal counsel whenever needed
2. Curate and review legal paperwork and documentation that protect and support CISM interests while adhering to Belgian NGO's compliance laws
3. Oversee and collaborate with other Departments to support staff in legal matters
4. Improve and oversee the CISM policies on legal affairs periodically as the CISM HQs attorney
5. Guide the management team and stakeholders on the legal directions to take
6. Undertake and perform in-depth legal research for partnerships, mergers, acquisitions and other transactions.
7. Cooperate with all Departments and with the External Relation Office for drafting contracts, agreements, Memorandum of Understandings, letters of intentions, press releases, statements, speeches, and other communication materials on behalf of the CISM Secretary General.

**Qualifications:**

**Education:**

1. Bachelor's degree in law from a recognised university
2. Specialisation in company law, or corporate law is desirable
3. Prior experience working as a corporate lawyer is an advantage.

**Experience:**

Professional experience in legal affairs office, preferably in an international or military context.

**CISM Sports Experience:**

1. Knowledge of military sports and familiarity with the structure and activities of CISM is desirable.
2. A minimum of experience as a member of a CISM Delegation / CISM Sport Committee is an advantage.

**Languages:**

1. English, French, Spanish and Arabic are the official languages of CISM.
2. Fluency in English and French (both oral and written) is required.
3. Mother tongue knowledge of French is preferable.
4. Proficiency in another CISM official language is advantageous.

**Capabilities:**

1. Expertise in commercial law, corporate and business law
2. Provide legal advice that complies with regulatory laws, keeping in mind the ethos of the organization.
3. Ensure that the organization avoids all kinds of legal risks and violations with the right of International NGO Belgian law services
4. Evaluate ongoing and potential projects for the organization and ensure that it adheres to CISM Regulation and Belgian NGO's law stipulations.
5. Continually learn the dynamic changing laws and regulations of the Belgian NGO's law on a national and international scale
6. Strong analytical and negotiation skills
7. Comprehensive understanding of corporate law
8. Excellent communication and networking skills, including the ability to write clear and compelling content.
9. Strong interpersonal skills with the ability to build relationships and work effectively with diverse stakeholders.
10. Strategic thinking and analytical skills to develop and execute CISM legal action strategies.
11. Flexibility and adaptability to work in a fast-paced and dynamic environment.
12. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
13. Ability to work collaboratively as a team

**Special Notice:**

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.

**Assessment Method:**

Candidates may be required to undergo written knowledge-based assessment exercises followed by a competency-based interview as part of the evaluation process.

**All costs associated with the assignment are covered by the CISM member nations detaching the personnel.**

**This job description is not exhaustive, and the selected personnel may be assigned other related duties as required by the CISM Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Strategy & General Affairs Director

**Department/Office:** CISM General Secretariat, Strategy & General Affairs Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** March (+ a minimum handover – take over a period of 2 weeks is required)

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Senior Officer (Lt Col or Col)

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

### **Organizational Setting and Reporting:**

This position is located in the CISM General Secretariat. Work is performed with considerable independence and judgment under the direction of the CISM Secretary General.

### **Responsibilities:**

#### Strategy

1. Coordinate the implementation, development, updates and evaluation of a four-year CISM Strategic and Business Plan, based on the CISM High Leadership decisions.
2. Serve as a technical and professional advisor to the CISM Board of Directors (BoD), Strategy Commission and CISM Secretary General regarding matters pertaining to planning and development.
3. Advise the CISM High Leadership and CISM HQ Directors on short, medium and long-term planning.
4. Prepare proposals, set goals, policies, and procedures for the functioning of CISM working together with the CISM Strategy Commission and in accordance with the BoD decisions.
5. Analyze CISM needs and develop programs to meet these needs in accordance with established BoD policies and available resources.
6. Set a roadmap to the achievement of strategic objectives and projects and to the development of the specific objectives of the CISM Strategic Plan.
7. Perform surveys and other necessary studies to monitor the accomplishment of objectives fixed on the Strategic/Business plan and to assess the different achievements.
8. Create planning studies and generate reports about new programs, plans, activities and achievements.
9. Review development proposals to ensure compliance with Strategic and Business Plan and CISM Regulations.
10. Operate in the most effective and efficient manner by facilitating and coordinating inter-department issues and projects.
11. Communicate with other directors, managers and colleagues in order to keep all of them aware and involved on the plans and projects.

#### General Affairs

- Protocol and Events division.
  1. Support and advise the CISM President and the CISM Secretary General on diplomatic, international relationships and protocol matters.



2. Supervise and coordinate CISM statutory events such as the CISM Board of Directors meeting and the General Assembly & Congress and participate in planning the other great CISM Events.
  3. Ensure the proper implementation of the administrative and protocol procedures during CISM events.
  4. Supervise the adequate implementation of the CISM protocol at CISM events and when the CISM President visits a CISM nation.
  5. Supervise and coordinate the visits and events at the General Secretariat.
  6. Responsible for the minutes of the statutory events and support the implementation of GA and Board of Directors' decisions taken.
  7. Support the Secretary General with his presentations at statutory events.
  8. Manage the implementation of the General Assembly and Board of Directors' decisions taken.
  9. Act as Secretary of the Appeal Commission.
- Logistics division.
    1. Supervise and coordinate the management of the internal organization of the CISM Headquarters.
      - Maintenance of the HQ building and furniture.
      - Insurance (theft, fire, travel etc.), in cooperation with the director of Finance and HR.
      - Purchase, maintenance and problem-solving for the communication & information systems.
      - Support of HQ personnel regarding directory updates and web applications.
      - Office supplies, gifts and goodies,
      - Food and beverages for routine and events
      - Honors, awards and tokens of appreciation,
    2. Supervise logistic preparation and support of visits and events at the CISM HQ
  - HQ Administration division.
    1. Supervise and coordinate administrative activities at CISM HQ such as:
      - CISM mailbox and processing the HQ mail, including redaction of SG-letters
      - Preparation of letters for General Affairs matters.
      - Manage the CISM directory and disseminate the information when necessary.
      - Preparation of visits to the HQ and CISM meetings like BoD and GA
      - Organizing all HQ travel arrangements (planning, ordering tickets, travel information)
      - Manage and develop administrative procedures for the HQ personnel.
      - Manage the CISM HQ military personnel process of candidature, hand-over, familiarization and employment within the HQ

**Qualification:**

**Education:**

1. Graduate of a national command and staff college or national war/defense college is required.
2. Bachelor's in physical education is desirable.
3. Master in Sports Management is desirable.

**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 Lieutenant Colonel or Colonel, or equivalent in other services.
3. Strategic level planning experience is desirable.
4. Experience with project management tools, lifecycles, etc is an advantage.
5. Operational experience in a joint/combined planning level is an advantage.

**CISM and CISM Sports Experience:**

1. Wide understanding and experience in a multi-sports environment is required.
2. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
3. Experience in an organizing committee of a CISM Sports Event (WMC, MWG, Continental Ch.) is an advantage.

**Languages:**

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

**Competencies:**

1. **Professionalism:** Demonstrated 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.
2. **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.
3. **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.
4. **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:**

Active serving military officers who have received authorization from 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 personnel.**

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

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Strategy Manager

**Department/Office:** CISM General Secretariat, Strategy & General Affairs Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum: Captain - Maximum: Lt Col or equivalent

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

**Organizational Setting and Reporting:** The functionary reports to the CISM Strategy and General Affairs (S&GA) and the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Coordinate the implementation, development, updates and evaluation of a four-year CISM Strategic and Business Plan, based on the CISM High Leadership decisions.
2. Serve as a technical and professional advisor to the CISM Board of Directors (BoD), Strategy Commission and CISM Secretary General regarding matters pertaining to planning and development.
3. Advise the CISM High Leadership and CISM HQ Directors on short, medium and long-term planning.
4. Prepare proposals, set goals, policies, and procedures for the functioning of CISM working together with the CISM Strategy Commission and in accordance with the BoD decisions.
5. Analyze CISM needs and develop programs to meet these needs in accordance with established BoD policies and available resources;
6. Set a roadmap to the achievement of strategic objectives and projects and to the development of the specific objectives of the CISM Strategic Plan.
7. Perform surveys and other necessary studies to monitor the accomplishment of objectives fixed on the Strategic/Business plan and to assess the different achievements.
8. Create planning studies and generate reports about new programs, plans, activities and achievements.
9. Review development proposals to ensure compliance with Strategic and Business Plan and CISM Regulations.
10. Operate in the most effective and efficient manner by facilitating and coordinating inter-department issues and projects.
11. Communicate with other directors, managers and colleagues in order to keep all of them aware and involved in the plans and projects;
12. measure the achievement of objectives by establishing indicators.

### **Qualification:**

#### **Education:**

1. Bachelor's degree required, preferably in physical education or Sports Management;
2. Graduate of a national command and staff college is desirable

**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 officer in the rank of Captain to Lieutenant Colonel or equivalent in other services.
3. Strategic level planning experience is desirable.
4. Experience with project management tools, lifecycles, etc is desirable.
5. Operational experience at a joint/combined planning level is an advantage.

**CISM Sports Experience:**

1. Wide understanding and experience in a multi-sports environment are required.
2. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is an advantage.

**Languages:**

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

**Competencies:**

1. **Professionalism:** Demonstrated 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.
2. **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.
3. **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 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.
4. **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 who have received authorization from 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 personnel.**

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

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Protocol & Events Manager

**Department/Office:** CISM Headquarters General Secretariat

**Location:** Brussels (BEL)

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

**Start of the mandate:** July, in-site hand-over / Takeover period of 3 (three) weeks is needed

**Duration of the mandate:** 3 years

**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:

1. Support and advise the CISM President and the CISM Secretary General on diplomatic, international relationships and protocol matters.
2. Plan and manage CISM statutory events such as the CISM Board of Directors meeting and the General Assembly & Congress.
3. Participate in planning the great CISM Events regarding protocol issues.
4. Manage the invitations/ participation of VIPs and other guests at CISM events.
5. 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 ceremonies.
6. Support and supervise the adequate implementation of the CISM protocol at CISM Statutory events.
7. Plan and coordinate the events at the General Secretariat.
8. Responsible for the arrangement of all preparatory documents, the minutes and the follow-up of decisions of the Statutory events.
9. Support the implementation of the General Assembly and Board of Directors' decisions taken.
10. 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.
11. Maintain up-to-date CISM Regulations, Protocol guidelines and technical manuals.
12. Act as Secretary of the Regulations Commission.
13. Prepare a letter regarding Protocol and Events matters.

### **Qualification: Education:**

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

### **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 at a joint/combined planning level is desirable.
4. Involvement with protocol in international/regional events or other activities in the related area is desirable.

5. Working experience in ministries, cabinets, international institutions or assisting authorities is an advantage.

**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 required.
3. Knowledge of another CISM official language (Spanish and Arabic) is an advantage.

**Competencies:**

1. **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.
2. **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.
3. **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.
4. **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 who have received authorization from 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 personnel.**

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

<b>Job Profile at the CISM General Secretariat</b>
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**Job Title:** CISM Protocol and Events Assistant

**Department/Office:** CISM Headquarters General Secretariat

**Location:** Brussels (BEL)

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

**Start of the mandate:** September

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum Junior Officer – Maximum Major or equivalent

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

**Organizational Setting and Reporting:** The incumbent reports to the CISM Protocol & Events Manager (CPEM).

**Responsibilities:**

The incumbent will have the following main responsibilities:

1. To assist the CPEM in the proper planning and preparation of the CISM Statutory Events, such as the CISM Board of Directors meeting and the CISM General Assembly & Congress.
2. To collaborate with the CPEM to manage the invitations/participation of VIPs and other guests at CISM events.
3. To replace the CPEM as master of ceremony in CISM events when it is necessary.
4. Support and supervise the adequate implementation of the CISM protocol at CISM Statutory events.
5. Support the plan and coordination of the events at the General Secretariat.
6. Support the arrangement of all preparatory documents, the minutes and the follow-up of decisions of the Statutory events.
7. Manage 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.
8. Translate documents, letters, emails, invitations, publicity materials (flyers, yearbooks) and others from English into Arabic and vice versa.
9. To assist the CPEM in maintaining up-to-date CISM Regulations, Protocol guidelines and technical manuals.

**Qualification:**

**Education:**

1. Bachelor's in Physical Education is desirable.
2. License in the Sciences of translation and interpretation is desirable.

**Experience:**

1. Applicant must be an active service military officer in the rank of Junior Officer or equivalent in other services.
2. Involvement with protocol in international/regional events or other activities in the related area is desirable.
3. Working experience in ministries, cabinets, international institutions or assisting authorities is an advantage.

**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 English (both oral and written) is required.
3. Knowledge of another CISM official language is an advantage.

**Capabilities:**

For the function of CISM Protocol and Events Assistant, some capabilities are required:

1. Team spirit and ability to work in a multiethnic and multicultural environment
2. Results-oriented
3. Networking Skills
4. Diplomatic ability
5. Ability to resist stressful environments and time pressure.

**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 Arabic-speaking CISM Member States. Active serving military officers who have received authorization from 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 personnel.**

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



<b>Job Profile at the CISM General Secretariat</b>
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**Job Title:** CISM S&GA Administrative & Logistics Assistant

**Department/Office:** Strategy and General Affairs Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of mandate:** 3 years

**Desirable rank requirement:** Sergeant or Warrant Officer

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

**Organizational Setting and Reporting:**

This position is located in the S&GA department of CISM HQ. The incumbent reports to the CISM Strategy and General Affairs Director and the CISM Logistic Manager.

**Responsibilities:**

The incumbent will have the following main responsibilities:

Regarding Administration

1. Support the S&GA director, assisting in daily office needs and managing CISM's general administrative activities.
2. Support the CISM Protocol & Events Manager in the proper planning and preparation of the CISM official administrative meetings and CISM Statutory Events, such as the CISM Board of Directors meeting and General Assemblies.
3. Receive, sort, write and distribute emails, correspondence memos, letters, faxes and forms.
4. Assist in the preparation of regularly scheduled reports.
5. Update and maintain the CISM directory, regulations, policies and procedures.
6. Order office supplies and research new deals and suppliers.
7. Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
8. Organize travel arrangements for CISM HQ Staff.

Regarding Logistics - work in full collaboration with Logistic Manager

1. Support in the maintenance of the HQ building.
2. Provide the management of supplier contracts.
3. Assist in the purchase, maintenance and problem-solving for the ITC.
4. Support HQ personnel with regard to ITC.
5. Ensure sufficient availability of office supplies, drinks, gifts and goodies.
6. Assist in the logistic preparation and support of visits and events at the CISM HQ.
7. Assist in preparing and sending gifts and CISM awards to the authorities and CISM Delegations.
8. Assist in the preparation of logistical tasks during major events.

**Qualifications**

**Education:**

1. High School degree. A college degree is a plus.
2. Additional qualifications concerning administration and logistic will be a plus.

**Experience:**

1. Applicant must be an active service military officer in the rank of Sargent or WO.
2. Minimum 4 years of experience in administrative service or logistic management (preferably military).

**CISM Sports Experience:**

1. A minimum understanding and experience in a multisport environment is required;

**Languages:**

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

**Capabilities:**

For the function of CISM Administrative and Logistic Assistant, some capabilities are required:

1. Knowledge of office management systems and procedures.
2. Working knowledge of office equipment, like printers and fax machines.
3. Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular).
4. Excellent time management skills and the ability to prioritize work.
5. Attention to detail and problem-solving skills.
6. Excellent written and verbal communication skills.
7. Strong organizational skills with the ability to multitask.

**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 from 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 personnel.**

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

## Job opportunity at the CISM General Secretariat

**Job Title:** *CISM Sports Director*

**Department/Office:** CISM General Secretariat, Sports department

**Location:** Brussels (BEL)

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ

**Start of the mandate:** June 2025 (+ a minimum handover – take over a period of 2 weeks is required)

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Lt Colonel or Colonel

**CISM HQ Core Values:** Integrity, Professionalism, Proactivity and Respect for Diversity

### **Organizational Setting and Reporting:**

This position is located in the CISM HQ Sports Department, the Sports Director reports to the CISM Secretary General.

### **Responsibilities:**

The Sports Director, with his Sports Department personnel, has the following main responsibilities:

1. To advise the CISM High Leadership and CISM HQ directors on sports technical matters.
2. To execute the CISM Strategy as indicated in the CISM Strategic Plan and to advise the CISM High Leadership on the strategic plan's sports-related content.
3. To proactively liaise with the LOC and the concerned PCSC in order to timely ensure the proper management of the preparation and delivery of the CISM World Military Championships (WMC), including the establishment of the general program and sports program of the WMCs.
4. To propose and manage the appointments of OCRs for every WMC and WMG.
5. To assist the PCSC and the CISM Secretary General in maintaining up-to-date sports regulations for all the CISM World level sports.
6. To execute the CISM anti-doping strategy, in accordance with the WADA regulations.
7. To analyze the WMC reports and advise the CISM Secretary General on the applicable follow-up.
8. To prepare and maintain up-to-date calendars of the CISM WMCs.
9. To collaborate with the designated Events & Protocol Manager from the CISM HQ in the coordination and management of all protocol matters in the frame of the WMCs.
10. To collaborate with the CISM SG in establishing contacts and proposals to the International Sports Federations for sports-related matters.
11. To report the most updated information about the progress of all sports-related matters, except WMG's, in order to keep the CISM Secretary General informed and accurately brief the CISM president and BoD at the occasion of BoD meetings, Executive Meetings, GA, etc.
12. To maintain up to date the results and statistics database and to supervise the preparation of the CISM Sports Brochure
13. To prepare, promote and facilitate projects and activities in relation to Sports and Peace.
14. To prepare, promote and facilitate projects and activities in relation to Sports and Solidarity

### **Qualifications**

#### **Education:**

1. Bachelor's in Physical Education/Sports Management is required;
2. Master's in Sports Science is desirable.
3. Graduate of a national command and staff college is required.

**Experience:**

1. Must be in active service as a military officer in the rank of LtCol or Colonel or equivalent.
2. A minimum of five years of experience in military sports management is required.
3. Operational experience at a joint/combined planning level is desirable.
4. Experienced user of MS Office tools (word, excel, powerpoint, outlook).

**CISM and CISM Sports Experience:**

1. Wide understanding and experience in a multi-sports environment is required.
2. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
3. Experience in an organizing committee of a CISM Sports Event (WMC, MWG, Continental Ch.) is an advantage.

**Languages:**

1. English is the working language of the CISM General Secretariat.
2. For this post, fluency in English (both oral and written) is required; knowledge of French is desirable.
3. Knowledge of another CISM official language (Spanish and Arabic) is an advantage.

**Capabilities:**

For the function the following capabilities are required

1. **Professionalism:** Demonstrated 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 without supervision and in unfamiliar environments. Takes responsibility for the CISM Sporting Model to be attractive, suitable, inclusive, diverse and universal.
2. **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.
3. **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.
4. **Networking and diplomatic Skills.**

**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:**

Active serving military officers who have received authorization from 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 Sports Director or Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Deputy Sports Director / CISM Sports Committees Manager

**Department/Office:** CISM Headquarters Sports Department / Sports Department

**Location:** Brussels (BEL)

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ

**Start of the mandate:** 01 July 2024

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Minimum: Major – Maximum: Lt-Colonel or equivalent.

**CISM HQ Core Values:** Integrity, Professionalism, Proactivity and Respect for Diversity

**Organizational Setting and Reporting:** The functionary reports to the CISM Sports Director (SD) and the Secretary General as head of the CISM HQ.

### **Responsibilities**

The functionary will have the following main responsibilities:

1. To assist the CISM Sports Director in general and replace the CISM Sports Director in all necessary activities when the CISM Sport Director is not available.
2. To manage all activities related to the CISM (P) CSCs.
  - To proactively liaise with the PCSCs in order to timely ensure the proper management of all processes involved in the PCSC responsibilities, controlling and archiving all in and out correspondence and files related to the CSC.
  - To establish and coordinate written and oral communication with PCSC, CISM Delegations and governing bodies.
  - To ensure the actions taken by PCSC conform to CISM Regulations.
  - To receive all requests from PCSC and take the necessary action.
  - To plan, organize, liaise, control, manage and follow up the Annual Meetings and Individual Meetings between the CISM Secretariat and the PCSC.
  - To plan, organize, control, and manage the Athlete of the year's Award process.
  - To plan, organize, control, and manage the PCSC vacancies and the Selection Commission process.
  - To advise the CISM Sports Director and Secretary General on official documents, proposals, letters, articles, reports, minutes, as well as in any other matters related to CSC and actions to be taken with regards to Sports management.
  - To assist the Sports Director and Secretary General in supervising PCSC performance.
  - To assist the PCSC and the Sport Director in maintaining up-to-date sports regulations for all the CISM World Level sports.
  - To assist the Sport Director in developing technical Assistance for the CISM World Level sports.
  - To assist and advice the Sports Director and Secretary General about CSC composition.
  - To analyze the Annual CISM Sport Committee Report and to advise the Sport Director and Secretary General on the applicable follow-up.
  - To maintain regular contact with the Games Department in order to coordinate the sports matters, PCSC tasks, relations with Summer, Winter and Cadet Games Organizing Committees.
  - To maintain regular contact with the Media & Communication Department in order to provide them with accurate information to display on the CISM media related to the CSC.

- To maintain regular contact with the Administration Department in order to provide them with accurate information to display on the CISM Directory related to the CSC.

## **Qualifications**

### **Education:**

1. Bachelor's in physical education/Sports Management is required;
2. Master's in Sports Science or any sport-related discipline is desirable.
3. Graduate of a national command and staff college is required.

### **Experience:**

1. Applicant must be an active service military officer in the rank of Lieutenant Colonel or Major or equivalent in other services
2. A minimum of five years of experience in military sports management is required.
3. Operational experience at a joint/combined planning level is desirable.
4. Experienced user of MS Office tools (word, excel, powerpoint, outlook).

### **CISM Sports Experience:**

1. Wide understanding and experience in a multi-sports environment are required.
2. Experience as a CISM PCSC is highly desirable;
3. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
4. Experience in an organizing committee of a CISM Sports Event (WMC, MWG, Continental Ch.) is an advantage.

### **Languages:**

1. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
2. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

### **Capabilities:**

For the function some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
2. Proven interpersonal and communication skills.
3. Networking Skills
4. Diplomatic ability
5. Flexibility
6. Proven problem-solving capability.
7. Ability to resist to stressful environment and timely pressure.

### **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:**

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 Sports Director or Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM World Military Championship Manager

**Department/Office:** CISM Headquarters Sports Department

**Location:** Brussels (BEL)

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ

**Start of the mandate:** 01 February 2024

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum: Captain – Maximum: Lt-Colonel or equivalent. Civilian personnel employed by the national Ministries of Defence can also be appointed to this function.

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

**Organizational Setting and Reporting:** The functionary reports to the CISM Sports Director (SD) and the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Advise the CISM Sport Director on the management of the CISM WMC.
2. Promote WMC among CISM member countries and encourage countries to apply to organize WMC within the 5-year strategic plan by completing the Application Form and Intention Form.
3. Manage application forms from CISM member nations who want to organize CISM WMC.
4. Promote incentive programs like the Host Nation Incentive Program to all CISM member countries.
5. Advise the CISM Sport Director in the conduct of sporting affairs, the conduct of the CISM WMC, as well as external communication to CISM HQ (international bodies and CISM Delegations);
6. Perform general management of all CISM WMCs, in direct contact with the PCSC and organizing countries, controlling aspects such as: number of participating countries, number of athletes, receipt of documents, etc.
7. Conduct and supervise, together with the respective PCSC and LOC, the preparation of the Invitation File in order to ensure in advance the adequate management of the CISM world championships, including the establishment of the general program and the sports program of the competitions.
8. Develop and update the CISM Sports Calendar.
9. Support and administrate the OCR selection process for the WMC.
10. Keep the CISM Sports Director updated on the preparation of the various WMCs.
11. Establish and coordinate any written and oral communication in English with CISM Delegations and CISM bodies.
12. Supervise the communication with the CISM Delegation hosting CISM events to ensure the actions taken by organizers conform to CISM Regulations.
13. Schedule and conduct Coordination Meetings for each WMC attended by LOC, PCSC, OCR and CISM HQ.

### **Qualifications**

#### **Education:**

3. Bachelor's degree required, preferably in physical education or Sports Management.

4. Graduate of a national command and staff college is desirable.

**Experience:**

5. Applicant must be an active service military officer in the rank of Lieutenant Colonel, Major or Captain or equivalent in other services.
6. Experience in planning and conducting military events is required, preferably sporting events.
7. Experience in relationships with military organizations and civilian organizations is required.
8. Desirable experience in operational/strategic planning.
9. Experienced user of MS Office tools (word, excel, powerpoint, outlook).
10. Civilian candidates should have wide experience in working in an operational military environment.

**CISM Sports Experience:**

3. Wide understanding and experience in a multi-sports environment are required.
4. Experience as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
5. Experience in an organizing committee of a CISM Sports Events (WMC, MWG, Continental Ch.) is an advantage.

**Languages:**

4. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
5. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

**Capabilities:**

For the function some capabilities are required:

6. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
7. Proven interpersonal and communication skills.
8. Networking Skills and teamwork.
9. Planning and organizing.
10. Flexibility.
11. Proven problem-solving capability.
12. Ability to resist stressful environments and time pressure.

**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:**

Active serving military officers and civilians employed by the Defense Department who have received authorization from 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 Sports Director or Secretary General.**



## Job profile at the CISM General Secretariat

**Job Title:** CISM Anti-Doping Manager/assistant to the CISM Sports Director

**Department/Office:** CISM Headquarters Sports Department

**Location:** Brussels (BEL)

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ

**Start of the mandate:** 01 April 2024

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Minimum: Captain - Maximum: Lieutenant Colonel or equivalent Civilian personnel employed by the national Ministries of Defence can also be appointed to this function

**CISM HQ Core Values:** Integrity, Professionalism, Pro-activity and Respect for Diversity

**Organizational Setting and Reporting:** The functionary reports to the CISM Sports Director (SD) and the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Act as CISM anti-doping manager
  - Create the CISM annual Testing Distribution Plan (TDP)
  - Manage TUE procedures in collaboration with the CISM TUE Commission
  - To manage the Testing Orders of all CISM Sports events
  - To control the result management, including the a typical and adverse analytical findings in ABP
  - To update the ADRV in case of a positive result.
  - Support sanction commissions administratively with results, letters, communication of verdicts, etc. in case of a positive doping test.
  - Manage all data on ADAMS (TDP, mission orders, TUE, results, etc).
  - To develop an anti-doping education program with athletes and athlete support staff in CISM-related settings.
2. Assist the CISM Sports Director
  - Preparation of SD events
  - Preparation of letters for the Sports Department
  - Secretary of SD meetings
  - Manage the SD mailbox

### **Qualifications**

#### **Education:**

1. Bachelor's degree required, preferably in physical education or Sports Management.
2. Graduate of a national command and staff college is desirable.
3. Specific anti-doping knowledge (can be obtained prior to the start of the position)
  - a. WADA Basic Courses through the ADEL Platform.
  - b. Knowledge of the WADA Code and International Standards.
  - c. Knowledge and experience with CISM anti-doping rules and procedures.

**Experience:**

1. Applicant must be an active service military officer preferably in the rank of Lieutenant Colonel or experienced Captain or equivalent in other services.
2. Experience in relationships with military organizations and civilian organizations is required.
3. Experience in operational planning (desired).
4. Experienced user of MS Office tools (word, excel, powerpoint, outlook).
5. Civilian candidates should have wide experience in working in an operational military environment.

**CISM Sports Experience:**

1. Wide understanding and experience in a multi-sports environment are required.
2. Experience as a CISM athlete or member of a CISM Delegation / CISM CSC or other CISM function is desirable.
3. Experience in anti-doping management (WADA Code, ADAMS, ISTI, TDP, etc) is an advantage.

**Languages:**

1. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
2. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

**Capabilities:**

For the function, some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
2. Proven interpersonal and communication skills.
3. Networking Skills and teamwork.
4. Planning and Organizing.
5. Flexibility.
6. Proven problem-solving capability.
7. Ability to resist stressful environments and timely pressure.

**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:**

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 Sports Director or Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Results, Statistics and Parasport Manager

**Department/Office:** CISM Headquarters Sports Department

**Location:** Brussels (BEL)

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ

**Start of the mandate:** 01 February 2024

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Minimum Captain to maximum LtCol or equivalent. Civilian personnel employed by the national Ministries of Defence can also be appointed to this function.

**CISM HQ Core Values:** Integrity, Professionalism, Pro-activity and Respect for Diversity

**Organizational Setting and Reporting:** The functionary reports to the CISM Sports Director (SD) and the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Process and manage all statistics related to the CISM Sports events:
  - Archive in a coherent way all in and out correspondence related to sports results and statistics.
  - Create/ maintain/update/exploit all CISM sport events in digital archives and statistics results database.
  - Revise all official results and statistics to be posted on the CISM website.
  - Assist the CISM Sports Director in the process of updating the CISM Sports brochures and sports databases.
  - Establish written and oral communication with CISM Delegations and CISM bodies to manage all official reports and statistics of CISM events.
  - Support CISM HQ with the execution of surveys amongst the CISM members and functionaries.
2. To promote and support parasport in CISM:
  - Assist the CISM Sports Director in the process of developing and updating the CISM parasport strategy.
  - Act as liaison officer of CISM HQ for all parasport topics.
  - Act as the secretary of the CISM Parasport Working Group.
  - Act as a project manager in case of parasport Games.
  - Promote parasports to the organizers of WMCs, WMG and other CISM events.
  - Support the (P) CSCs concerned in the promotion of parasport.
  - Archive in a coherent way all in and out correspondence related to parasports.
  - Create/ maintain/update/exploit all CISM parasport events in digital archives and statistics results databases.

### **Qualifications**

#### **Education:**

1. Bachelor's degree required, preferably in physical education or Sports Management.
2. Master's in Sports Science or any sport-related discipline is desirable.
3. Graduate from a national command and staff college is desirable.

**Experience:**

1. Experience with parasport.
2. Experience with statistics management.
3. Experience in relationships with military organizations and civilian organizations.
4. Experience with software tools for surveys.
5. Experienced user of MS Office tools (word, excel, powerpoint, outlook).
6. Civilian candidates should have wide experience in working in an operational military environment.

**CISM Sports Experience:**

1. Experience with CISM through participation as an athlete or as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.
2. Experience in an organizing committee of a CISM Sports events (WMC, MWG, Continental Ch.) is an advantage.

**Languages:**

1. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
2. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

**Capabilities:**

For the function some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
2. Proven interpersonal and communication skills.
3. Networking Skills and teamwork.
4. Planning and organizing
5. Flexibility
6. Proven problem-solving capability.
7. Ability to resist stressful environments and time pressure.

**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:**

Active serving military officers and civilians employed by the Defense Department who have received authorization from 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 Sports Director or Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Solidarity, Sports for Peace Manager.

**Department/Office:** CISM Headquarters Sports Department.

**Location:** Brussels (BEL).

**Mandate:** Minimum 3 years as a full-time collaborator at the CISM HQ.

**Start of the mandate:** November 2024

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Minimum: Captain, Maximum: Lt Col (or their equivalent).

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

**Organizational Setting and Reporting:** The functionary reports to the CISM Sports Director (SD) and the Secretary General as Head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. To advise the CISM High Leadership and CISM HQ Directors for sports, peace and solidarity project management matters.
2. To supervise the efficient and effective preparation, delivery and follow-up of all aspects of the CISM sport, peace and solidarity programs, including the planning of actions and supervision of the CISM-related events in close collaboration with the CISM SG and the CISM Sports Director.
3. To collaborate with the CISM SD in establishing the contacts and proposals to the International Sports & Peace/Sports and Solidarity institutions seeking for partnership with CISM.
4. To manage specific solidarity projects in the framework of CISM Sports Events (Summer, Winter and Cadet Games, and other Military Championships).
5. To develop together with the CISM Directors and Project Managers, seminars, study days to promote the culture of peace at sports events and to establish, coordinate and implement the eventual CISM Solidarity Plans.
6. To collaborate with the CISM Media & Comm Dept in order to publish and advertise specific publications related to the overall CISM sport, peace and solidarity.

### **Qualifications**

#### **Education:**

1. Bachelor's degree required, preferably in physical education or Sports Management.
2. Masters' in Sports Science or any sport-related discipline is desirable.
3. Graduate from a national command and staff college is desirable.

#### **Experience:**

1. Applicant must be an active service military officer in the rank of Captain to Lieutenant Colonel or equivalent.
2. Experience in planning and conducting military events is required, preferably sporting events.
3. Experience in relationships with military organizations and civilian organizations is required.
4. Desirable experience in operational/strategic planning.
5. Experienced user of MS Office tools (Word, Excel, PowerPoint, Outlook).

**CISM Sports Experience:**

1. Wide understanding and experience in a military sports environment are desirable.
2. Experience as a member of a CISM Delegation/CISM CSC or other CISM function is desirable.
3. Experience in an organizing committee of a CISM Sports event (WMC, MWG, Continental Ch.) is an advantage.

**Languages:**

1. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
2. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

**Capabilities:**

For the function some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment
2. Proven interpersonal and communication skills
3. Networking skills and teamwork
4. Planning and organizing.
5. Flexibility
6. Proven problem-solving capability.
7. Ability to resist and withstand stressful environments and time pressure.

**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:**

Active serving military officers who have received authorization from 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 nation's Chief of 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 Sports Director or the Secretary General.**

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Games Director.

**Department/Office:** CISM Headquarters, Games department

**Location:** Brussels (BEL)

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

**Start of the mandate:** October

**Duration of the mandate:** 3 years.

**Rank requirement:** Minimum Lt Col-maximum Colonel or equivalent.

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

### **Organizational Setting and Reporting:**

This position is in the CISM HQ Games Department. The incumbent reports to the CISM Secretary General.

### **Responsibilities:**

The incumbent will have the following main responsibilities:

1. To advise the CISM High Leadership and CISM HQ directors for games technical matters;
2. To proactively liaise with the LOC and the sports director in order to timely ensure the proper management of the preparation and delivery of the CISM World Games and World Football Cup, including the establishment of the general program and sports program of the competitions;
3. To analyze the world games reports and to advise the CISM Secretary General on the applicable follow-up;
4. To collaborate with the Secretary General in drafting and maintaining up to date the calendars of the CWG;
5. To collaborate with the designated Events & Protocol Manager from the CISM HQ in the coordination and management of all protocol matters in the frame of the MWG.
6. To provide the CISM Secretary General with the most updated information about the progresses of the effective preparation of the MWG and World Football Cup in order to accurately brief the CISM president and BoD at the occasion of BoD meetings, Executive Meetings, GA, etc.;
7. To assist the CISM SG and other involved authorities with the redaction of the contracts of the Games and the final Games Regulations.
8. To be involved in the preparation of the Sports Regulations for the programmed disciplines in the Games and to collaborate with the Sports director and the PCSC in order to solve any problem linked to the sports regulations and its direct implementation in the Games.

### **Qualification:**

#### **Education:**

1. Master in Sports Science / License in Physical Education is required.
2. Graduate of a national command and staff college or national war/defense college is required.
3. A first level university degree in Physical Education and sports Science, Political Science, History, International Relations or related field is desirable.

#### **Experience:**

1. A minimum of five years of progressively responsible experience in military profession, including operational planning, is required.
2. Applicant must be an active service military officer in the rank of Lt Colonel or Colonel or equivalent in other services.

3. Operational experience in a joint/combined planning level is desirable.
4. Strategic level planning experience is desirable.

#### **CISM and CISM Sports Experience :**

1. Wide understanding and experience in multi sports environment is required;
2. A minimum of 5 years spent in the national military sports commanding unit or equivalent is required;
3. A minimum of 3 years of experience as member of a CISM Delegation / CISM Sport Committee is required;
4. A minimum of 2 assignments in an organizing committee of a CISM Sport event (Wch., MWG, Continental Ch.)

#### **Languages:**

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

#### **Capabilities:**

1. **Professionalism:** Demonstrated professional competence and knowledge of theories and concepts relevant to sports planning at the operational level.
2. **Planning and Organizing:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required.
3. **Teamwork:** Works collaboratively in a multi-ethnic team of colleagues to achieve organizational goals.
4. **Other capabilities required:** Team spirit and multi-ethnic and multicultural environment; Ability to work in a multi-ethnic and multicultural environment; Decision-making ability; Results oriented; Networking Skills. Willingness, Flexibility and a Positive Attitude; Budgeting Capability; Attention to Detail and passion for work; Initiative taking; Empathy, compassion, patience and the ability to build relationships with others. Equipped with leadership traits and Negotiation skills.
5. **Skills:**
  - Ability to plan, organize and coordinate with broader sports operational plan.
  - Proven interpersonal and communication skills; Proven analytical mindset.
  - Ability to work under pressure to produce good results.
  - Solid critical thinking and problem-solving skills to devise creative solutions.
  - Attention to Detail and passion for work.
  - Computer Skills; Advanced user of MS Office tools (word, Excel, PowerPoint, Outlook).

#### **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:**

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 personnel.**

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



## Job Profile at the CISM General Secretariat

**Job Title:**

- **CISM Games Manager 1 (CISM Military Summer Games, Football Cup and Heroes Games)**
- **CISM Games Manager 2 (CISM Military World Winter Games and Cadet Games)**

**Department/Office:** CISM Headquarters Games Department.

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of the mandate:** 3 years

**Desirable rank requirement:**

**CISM Games Manager 1** Minimum: Captain or Major – Maximum: Lt-Colonel or equivalent.

**CISM Games Manager 2** Minimum: Warrant Officer – Maximum: Major or equivalent.

**CISM HQ Core Values:** Integrity, Professionalism, Proactivity and Respect for Diversity

**Organizational Setting and Reporting:** The incumbent reports to the CISM Games Director (SD) and the Secretary General as head of the CISM HQ.

**Responsibilities**

The incumbent will have the following main responsibilities:

1. To assist the CISM Games Director and CISM Coordination Committee in maintaining up-to-date bidding process facilitating documents contributing to the effective preparation of the event.
2. To assist the CISM Games Director and related authorities with the redaction of the contracts of the Games and the final Games Regulations.
3. To assist the Sports Director with the preparation of the Sports Regulations for the programmed disciplines in the Games.
4. To proactively liaise with the LOC in order to timely ensure the proper management of the preparation and delivery of the general Schedule of the Games and Sports Program.
5. To accompany the CISM Coordination Committee on venue inspection visits and similarly assist in the management of other preparation meetings with LOC.
6. To collaborate with the Sports director and the PCSC in order to solve any problem linked to the sports regulations and its direct implementation in the Games.
7. To collaborate with the designated Events & Protocol Manager from the CISM HQ in coordinating and managing all protocol matters in the Games framework.
8. To provide the CISM Games Director with the most updated information about the progress of the effective preparation of the Games in order to accurately brief the CISM SG, CISM president and BoD at the occasion of BoD meetings, Executive Meetings, GA, etc.
9. To maintain regular contact with the communication department in order to provide them with accurate information to display on the CISM Webpages related to the games.
10. To execute all related tasks as elaborated in the CISM Coordination committee manual before, during and after the games.

**Qualifications****Education:**

1. Bachelor's in physical education science is required.
2. A master's degree in Sports Management /Master's in Sports Science/Licence in Physical Education is desirable.

**Experience:**

1. A minimum of five years of progressively responsible experience in the military profession, including operational planning, is required.
2. Operational experience in a joint/combined planning level preferably sporting events is desirable.
3. Strategic level planning experience is desirable.
4. Experience in relationships with military organizations and civilian organizations is required.

**CISM Sports Experience:**

1. Wide understanding and experience in the multisport environment are required.
2. A minimum of 3 years of experience as a member of a CISM Delegation / CISM Sport Committee is desirable.
3. Min 5 years as sports manager or event manager at the national level or regional level.
4. Participation in at least 2 editions of the CISM Military World Games.
5. Knowledge of winter sports (Winter games) and parasports (Heroes Games) are desirable.

**Languages:**

1. English and French are the working languages of the CISM General Secretariat.
2. For this post, fluency in English (listening, oral and written) is required; knowledge of French or any other official CISM language is desirable.

**Capabilities:**

1. **Professionalism:** Demonstrated professional competence and knowledge of theories and concepts relevant to sports planning at the operational level.
2. **Planning and Organizing:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required.
3. **Teamwork:** Works collaboratively in a multi-ethnic team of colleagues to achieve organizational goals.
4. **Other capabilities required:** Team spirit and multi-ethnic and multicultural environment; Ability to work in a multi-ethnic and multicultural environment; Decision-making ability; Results oriented; Networking Skills. Willingness, Flexibility and a Positive Attitude; Budgeting Capability; Attention to Detail and passion for work; Initiative taking; Empathy, compassion, patience and the ability to build relationships with others. Equipped with leadership traits and Negotiation skills.
5. **Skills:**
  - Ability to plan, organize and coordinate with broader sports operational plan.
  - Proven interpersonal and communication skills; Proven analytical mindset.
  - Ability to work under pressure to produce good results.
  - Solid critical thinking and problem-solving skills to devise creative solutions.
  - Attention to Detail and passion for work.
  - Computer Skills; Advanced user of MS Office tools (word, Excel, PowerPoint, Outlook).

**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:**

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 personnel.**

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

<b>Job Profile at the CISM General Secretariat</b>
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**Job Title: CISM Academic Director**

The role of Academic Department Director of the CISM HQ is appointed, as additional duty, by CISM Secretary General, on the basis of appropriate evaluations and opportunities, to one of the CISM HQs officers, preferably chosen between the two staff members within the same department, namely the CISM Education and Sport Science Manager or the CISM Heritage and Legacy Manager.

The role of the Academic Department Director could be also temporarily and acting covered also by other CISM HQ officer according to the Secretary General determination.

The responsibilities of the CISM Academic Director are added to the responsibilities as described in the Job Profile of the staff member who is assigned with the role of the Director.

**Responsibilities:**

The functionary will have the following main responsibilities:

1. Develop an academic growth policy for CISM.
2. Develop and manage a CISM Academic Program.
3. Develop and manage the CISM Course Platform.
4. Develop and manage a worldwide academic network of Universities via Protocols of Academic Understanding (PoAU) to support the CISM Academic Program and CISM Course Platform.
5. Manage the CISM International Symposium every 2 years.
6. Advise the CISM Sports Science Commission and participate in CISM Academy's works.

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Education and Sport Science Manager

**Department/Office:** CISM Headquarters Academic Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** January

**Duration of the mandate:** 3 years

**Desirable rank requirement:** Minimum: Major – Maximum: Colonel or equivalent civilian personnel employed by the national Ministries of Defence can be appointed to that function.

**CISM HQ Core Values:** Integrity, Professionalism, Pro-activity, and Respect for Diversity

**Organizational Setting and Reporting:** The functionary reports to the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Ensure the alignment of academic actions with CISM's academic policy.
2. Be the tacit contact for the CISM Academic Program.
3. Manage all actions inherent to the courses provided on the CISM Courses Platform.
4. Manage and interact with all Universities and academic organizations that the CISM has an Academic Protocols of Understanding (PoAU) signed.
5. Assist the Management of the CISM International Symposium every 2 years.
6. Advise the CISM Sports Science Commission and participate in the work of the CISM Academy.

### **Qualifications**

#### **Education:**

1. Master of Science in a sports-related topic is desirable.
2. A Ph.D. / Doctorate is desirable.
3. Wide knowledge of the CISM History is required.

#### **Experience:**

1. Candidate must be an active-duty military officer in the rank of Major to Colonel.
2. A minimum of 2 years as a researcher in sports science or a similar area at the national level is desirable.
3. Participation in several seminars, symposiums, international sports events in Sports Science, etc.
4. Know the submission process or have already published scientific articles with knowledge of the peer-review process.
5. Knowing how to manage a presentation of scientific works during Symposiums and Congresses.
6. Experience in multi-sport environments and physical education schools.

#### **CISM Events Experience:**

1. Participation in the CISM International Symposium and wide knowledge of Sports Management.
2. Presenting scientific works at the CISM International Symposium.

3. Experience as a CISM athlete or as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.

**Languages:**

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

**Capabilities:**

For the function some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
2. Flexibility.
3. Ability to resist stressful environments and time pressure.
4. Distance learning system and tools.
5. Decision-making ability.
6. Networking Skills.

**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:**

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 personnel.**

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

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Heritage and Legacy Manager

**Department/Office:** CISM Headquarters Academic Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of the mandate:** 3 years

**Rank requirement:** Minimum: Major – Maximum: Colonel or equivalent. Civilian personnel employed by the national Ministries of Defence can be appointed to that function.

**CISM HQ Core Values:** Integrity, Professionalism, Pro-activity and Respect for Diversity

**Organizational Setting and Reporting:** The functionary reports to the Academic Director and CISM Secretary General.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Cultivate the duty of memory and develop heritage and legacy.
2. Strengthen and spread the history of CISM among its members.
3. Oversee the museum's collection, supervise and negotiate the exchange or loan of artefacts, and travel with exhibitions, when necessary.
4. Authenticate and classify the museum's newest acquisitions and advise the CISM authorities for the acquisition of newly found artefacts.
5. Communicate the museum to the public.
6. The CISM Heritage and Legacy Manager is responsible for all aspects of operations including budgeting, fundraising, and financial controls, programming and exhibition development, and maintaining and researching the collection.

### **Qualifications**

#### **Education:**

1. Master of Science in a sport and/or history related topic is required.
2. A PhD / Doctorate is desirable.
3. Wide knowledge of CISM History is required.

#### **Experience:**

1. Applicant must be an active service military officer preferably in the rank of Major to Colonel.
2. Minimum 4 years as a researcher in sports sciences or in a related area at the national level.
3. Desirable experience
  - a. Effective participation in several Sports Science seminars, symposia, international sports events, etc.
  - b. Publishing scientific papers with knowledge of the peer-review process.
  - c. Presenting scientific works in Symposiums and congresses.
  - d. Wide understanding and experience in multi-sports environments and physical education schools.

**CISM Events Experience:**

1. Participation in the CISM International Symposium and wide knowledge of Sports Management.
2. Presenting scientific works at the CISM International Symposium.
3. Experience as a CISM athlete or as a member of a CISM Delegation / CISM CSC or other CISM function is desirable.

**Languages:**

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

**Capabilities:**

For the function some capabilities are required:

1. **Professionalism:** Demonstrated professional competence and knowledge of theories and concepts. 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 without supervision and in unfamiliar environments.
2. **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.
3. **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.
4. **Networking and diplomatic Skills.**

**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:**

Active serving military officers and civilians employed by the Defense Department who have received authorization from 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 personnel.**

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

## Job Profile at the CISM General Secretariat

**Job Title:** CISM Media and Communication Manager

**Department/Office:** CISM Headquarters Sports Department

**Location:** Brussels (BEL)

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

**Start of the mandate:** August

**Duration of the mandate:** minimum 3 years

**Rank requirement:** Minimum: Warrant Officer (or equivalent experience) – Maximum: Major or equivalent

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

**Organizational Setting and Reporting:** The functionary reports to the CISM Media and Communication Director (MCD) and the Secretary General as head of the CISM HQ.

### **Responsibilities:**

The functionary will have the following main responsibilities:

1. Advise the CISM Media and Communication Director on the management of Media and Communication.
2. Proactively assist in the preparation of all the publications (layout, graphics) and to administratively support the MCD.
3. Advise and assist the MCD in the community management of the CISM Social Networks
4. Proactively assist the MCD and the support staff in preparing, delivering and administratively maintaining all correspondence linked with the CISM policy related to communication and media management.
5. In collaboration with the MCD, manage close contacts with the CISM Delegations and governing bodies.
6. Undertake to maintain up-to-date the CISM press address listings.
7. Cover all the CISM Events (sports and protocol events) in collaboration with the MCD.

### **Qualifications**

#### **Education:**

1. Bachelor's degree required, preferably in Communication / Graphic Design / Digital Marketing / Journalism.
2. Master's in communication / Journalism or any communication-related discipline is desirable.

#### **Experience:**

1. Applicant must be an active service military officer in the rank of Warrant Officer (min) or equivalent in other services.
2. Experience in planning and conducting communication actions.
3. Experience in graphic design.
4. Experience in journalism / press relations.
5. Experience in relationships with military organizations and civilian organizations is required.
6. Desirable experience in sports communication.
7. Experienced user of MS Office tools (word, excel, powerpoint, outlook).



8. Experienced user of Graphic Design tools (Lightroom, Photoshop, Illustrator, After Effect, Indesign).
9. Knowledge of database processing software (access).
10. Photographics Skills and knowledge of Photoshop

**CISM Sports Experience:**

1. Wide understanding and experience in a multi sports environment are required.
2. A minimum of experience as a member of a CISM Delegation / CISM Sport Committee is an advantage.

**Languages:**

1. For this post, fluency in English (Listening, oral and written) is mandatory (min level B2).
2. Knowledge of another CISM official language (French, Spanish, Arabic) is an advantage. (Desirable)

**Capabilities:**

For the function some capabilities are required:

1. Team spirit and ability to work in a multi-ethnic and multi-cultural environment.
2. Decision making ability.
3. Results oriented.
4. Creative
5. Proven interpersonal and communication skills.
6. Networking Skills and teamwork
7. Planning and organizing.
8. Flexibility
9. Proven problem-solving capability.
10. Ability to resist to stressful environment and timely pressure.

**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:**

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