

Competitions Administrative Senior Associate

Company background

FIBA, with global headquarters in Mies/VD Switzerland, is the world governing body of basketball and an independent association formed by 212 National Basketball Federations throughout the world.

FIBA has a truly global reach with five Regional Offices worldwide to support National Federations in their efforts to develop Basketball on the ground. FIBA is a non-profit organisation and recognised as the ultimate authority in basketball by the International Olympic Committee (IOC).

The Competitions Unit oversees the FIBA Calendar for both men's and women's competitions. They are focused on developing competition formats and keeping regulations up to date for all global events and qualifiers. Working closely with National Federations, the Competitions Unit ensures that each tournament runs smoothly and efficiently. They are committed to managing all game-day essentials—such as quality basketball equipment, effective game operations, and a successful conclusion to each tournament— ensuring each and every team can perform at their best.

Competitions Administration Duties

Under the supervision of the Head of Competitions, the Competitions Administrative Senior Associate will ensure that the Competitions Unit can deliver the World Competitions in the best possible way. The duties will include the administrative support of the Competitions Unit as follows:

Commissions, Meetings and Workshops Support

Assist the Head of Competitions with all administrative matters for

- The preparation of various commissions (preparation, coordination, working paper, logistics and minutes)
- The preparation, logistics and coordination of meetings related to the Competitions Unit
- The preparation, logistics and implementation (which includes travels) of various workshops organised:
 - in relation to the different competitions
 - in relation to the training of FIBA Technical Delegates and other Competitions' Stakeholders

Competitions Administration

Support the Competitions Unit for:

- The preparation of the different regulatory documents (Internal Regulations, Handbooks, Guidelines, Team Guide, etc.)
- The administration of the Competitions in setting up deadlines, registration, follow up and communication with National Federations
- The administration and travel of the Competitions Unit and Competition Stakeholders (nominations, service agreements, flight bookings, hotels, visa application, etc.)
- The Competitions Unit onsite (which includes travels) during World Events if required
- The set-up of the Game Command Centre when implemented

- The follow up of data gathering for the implementation of competitions
- The logistics of competitions related matters (order, stocks, shipments, etc.)
- The preparation and compilation of disciplinary related matters
- The administration support of education programmes (communication, registration process, development of presentations, guidelines updates, etc.) for various stakeholders (FIBA Technical Delegates, Game Directors, etc.)

Competitions Rosters and Uniforms Management:

Support the Competitions Manager in charge of Rosters and Uniforms Management for:

- The analysis and communication with National Member Federations regarding rosters management
- The analysis and communication with National Member Federations regarding uniforms approval

Skills, Education & Experience:

The candidate shall demonstrate the following skills:

- Effective administrative skills
- Well organized, meticulous and paying attention to details
- Comfortable with Office 365, especially Word, PowerPoint and Excel
- Excellent command of written and oral English
- Fluent in French and in Spanish is a real plus
- Able to communicate effectively
- Able to travel to attend workshops and events
- Minimum 5 years of experience in an international environment, sport environment is a plus
- Minimum master's degree in business administration