



Always moving forward

International Canoe Federation – regional coordinator

The ICF is increasing its presence in Asia by hosting more events in the region and therefore are looking for proper personnel to fill the role within the organisation. This role is a multi-faceted administration role within the ICF headquarters. The person will be responsible for several major programmes related to the ICF governance, administration/finance and will be the key liaison for Asian canoe federations/event organizers. The person will work closely with the Technical sports managers, Event Manager and the Secretary General to implement strategies to promote the sport in Asia.

Tasks:

- Operating with national federations and other stakeholders, especially in Asia.
- Promote canoeing in Asia.
- Assist in administration/finance of ICF
- Evaluate and improve ICF governance.

Profile:

- Knowledge of international Canoeing
- Experience working at an international federation.
- Relevant sport event management experience, preferable in Canoeing.
- Knowledge of Asian sport system.
- Knowledge of Asian Culture and international relations.
- Fluency in English, preferable to someone with English education.
- Fluency in East Asian Language. Preferably Chinese, Korea, or Japanese.
- Ability work well as part of the team.
- Ability to work flexible hours.
- Ability to meet tight deadlines and work well under pressure with attention to detail.
- High level of honesty, integrity, discrete, and ethical.
- Excellent organisational and event management skills.

Start date: October 2019

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