

Senior Manager of Skills Competitions

About WorldSkills

WorldSkills is a movement that impacts the lives of young people through skills. The 85 Member countries and regions that belong to WorldSkills reach two-thirds of the world's population and create measurable impact at every level through skills development and promotion. We inspire young people to develop a passion for skills and pursue excellence, through competitions and programmes.

We develop skills through global training standards, benchmarking systems, and enhancing industry engagement. We influence industry, government, and educators through cooperation, and by building a global platform of skills for all.

Every two years, we host the world's largest skills competition event, the WorldSkills Competition, featuring over 1,500 inspiring young people showcasing their skills.

Visit us at <https://www.worldskills.org>.

The position

WorldSkills is looking for a **Senior Manager of Skills Competitions** to join our global, diverse, and virtual team. This is a full-time position.

Senior Manager of Skills Competitions – general description

The Senior Manager of Skills Competitions is a member of the WorldSkills Secretariat and is integral in the delivery of high quality and well prepared skills competitions for the biennial WorldSkills event.

This role reports to the Director of Skills Competitions and works closely with colleagues from various departments, WorldSkills Members, Skill Management Teams, and the Competition Organizer.

The Senior Manager of Skills Competitions:

- must have WorldSkills experience at national, regional, and/or international level. A VET and/or technical background would be a significant advantage.
- is capable of completing highly detailed tasks, able to make timely decisions with limited guidance, understands strategic priorities, and exercises appropriate levels of urgency and judgement to situations that require a high level of attention.
- has the ability to communicate effectively to Secretariat staff, Board members, and stakeholders such as Member staff, Competition Organizer staff, and Partners.
- is proactive, resourceful, dedicated, and works with a high level of integrity.

Areas of responsibility

The Senior Manager of Skills Competitions has the following overarching responsibilities.

- Quality assure and proof skills competitions technical documentation.
- Manage and develop the professional development and training resources for Experts, Skill Competition Managers, and Technical Delegates.
- Oversee the tasks included in the Skill Management Application
- Support, guide, and lead the Skill Management Teams in the development and preparation of their skill competitions including the WorldSkills Occupational Standards, Technical Descriptions, Test Projects, Marking Schemes, Standards and Assessment Guides, Skill Management Plans, and Infrastructure Lists,

Profile, qualifications, experience

The Senior Manager of Skills Competitions ideally has the following personal attributes.

- Vocational or university qualification.
- Experience and proven track record in management, events, and/or project management roles, ideally in an international and multicultural work environment.
- Excellent communication in English (written and verbal), with strong interpersonal and organizational skills.
- Strong relationship management skills and problem-solving abilities.
- Excellent team player.
- Ability to maintain complete professionalism under extreme pressure.
- Ability to handle difficult situations.
- Superior attention to detail.
- Ability to meet deadlines while simultaneously addressing multiple requests.
- A high level of integrity and discretion in handling confidential information.
- High level of IT competence and ability to learn new things quickly (especially Microsoft Office, and digital and web-based applications).
- Experience of working virtually and working remotely will be a distinct advantage.
- Willingness to travel internationally and work some evenings and weekends when required.
- Flexible availability to meet regularly with your international team members in various time zones.

Join the WorldSkills team

- Support a mission designed to improve skills development around the world
- Work in a virtual office and travel internationally
- Be part of an experienced team working alongside Members from 85 countries and regions, the Skill Management Teams, over 20 Global Partners, and our event organizers

Please provide

In a single PDF, please send:

- Short statement sharing why you are interested in this role
- Your CV

All applications are strictly confidential between the applicant and WorldSkills International management.

Deadline: 31 August 2023

Please send your application to secretariat@worldskills.org.

Include in the subject line: **WorldSkills application – Senior Manager of Skills Competitions**