

DIRECTOR OPERATIONS

WORLDSKILLS INTERNATIONAL

INTRODUCTION – ABOUT WORLDSKILLS

WorldSkills is the global hub for skills excellence and development. Through international cooperation and development between industry, government, organizations, and institutions, we promote the benefits of and need for skilled professionals through grass-roots community projects, skill competitions, and knowledge exchange. We show how important skills education and training is for youth, industries and society by challenging young professionals around the world to become the best in the skill of their choice.

WorldSkills is not just a Competition though, it is a movement. By working within the six key areas of Research, Promoting Skills, Career Building, Education and Training, International Cooperation and Development, and Skills Competitions, WorldSkills is the global hub for skills excellence and development with ongoing activities nationally, regionally and globally.

Refer to <https://www.worldskills.org/about/organization/>

THE POSITION

WorldSkills International is seeking a Director Operations to join the Secretariat. This is a full-time position. Join the high performance virtual team in a leadership role and work with the global Secretariat from anywhere in the world.

DIRECTOR OPERATIONS – GENERAL DESCRIPTION

The Director Operations is a member of the WorldSkills International Senior Management Team and hence has a very important role in managing all operational matters for the Organization.

The Director Operations is capable of completing complex tasks and projects, 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. The Director Operations has a passion for the vision and mission of WorldSkills and is proactive, resourceful, dedicated, and works with a high level of integrity.

The Director Operations must have extensive experience working in senior management roles, ideally in event organizations. Experience working internationally would be a significant advantage.

AREAS OF RESPONSIBILITY

- Oversee all operational activities and provide project management for the planning and the implementation of the biennial WorldSkills Competition including:
 - Oversee all venue operations, security, catering, and package management (including accommodation, registration and accreditation)
 - Oversee transportation logistics for all accredited stakeholder groups
 - Oversee all operational matters for the various events, ceremonies and receptions
 - Oversee all operational matters for media operations at WorldSkills Competitions
 - Oversee the host country volunteer programme
 - Oversee official WorldSkills excursions
 - Manage the customer services for all stakeholder groups
 - Oversee all operational matters for the Competition Preparation Week
 - cross-functional project management and controlling to ensure that all deadlines and targets are met by the Competition Organizer and WorldSkills International
- Oversee the operational planning and logistics of the WorldSkills Conference and related events
 - Work with the Conference Manager and the professional Conference Organizers as well as the host on all operational and logistical matters for the implementation of the WorldSkills Conference (including Ministers Summit and the TVET Youth Forum and related special events)
- Oversee all operational activities and provide project management for the planning and the implementation of the biennial General Assembly meeting.
- Manage the planning and implementation of other WorldSkills events
- Be involved in the development of and execution of activities related to the Vision 2025 Strategic Plan and the overall development and growth of the organization
- Provide guidance and support to all Members including the development and training of new Members

PROFILE, QUALIFICATIONS, EXPERIENCE

- Formal professional qualifications
- Further professional development and post graduate qualifications would be an advantage
- Minimum of three to five years senior management and leadership experience
- Have been a direct report to the CEO or Executive Director of an international company or organization would be an advantage
- Extensive experience in a similar position (operations and/or project management), ideally in an international company or organization and/or international events
- Experience in multicultural work environments
- Excellent communication in English (written and verbal), with strong interpersonal and organizational skills
- Excellent presentation skills
- Strong relationship management skills
- Strong leadership skills
- Excellent team player with demonstrable experience of working collaboratively internally and externally
- A demonstrable track record of making management decisions
- Ability to maintain complete professionalism under extreme pressure
- Ability to handle difficult situations
- Superior attention to detail
- Ability to meet deadlines while addressing multiple requests
- A high level of integrity and discretion in handling confidential information
- Superior project and time management skills

- Extremely competent with technology and ability to learn new things quickly (especially IT and Project Management skills and 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

THE OFFER

WorldSkills International offers the following opportunities:

- to work in a flexible, fast-moving environment
- to be part of the WorldSkills International Secretariat
- to work for a global organization (with Members in more than 75 countries and regions)

The competitive salary package is commensurate with experience and responsibilities.

WHAT NEEDS TO BE SUBMITTED

Please provide

- your current CV
- "a short statement demonstrating how you fit "What we're looking for" in this role and outlining what your motivation is to join us
- a covering note providing availability, salary expectations and any conditions of employment and any other relevant information you would like to share with us.

All applications are strictly confidential between the applicant and the CEO office.

APPLICATION TO BE SUBMITTED TO

Cara McCormack, Executive Assistant to the CEO – cara.mccormack@worldskills.org

DEADLINE FOR APPLICATION

Monday, 4 June 2018