

MANAGER INFRASTRUCTURE 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 Manager Infrastructure to join the Secretariat. This is a full-time position. Join the high performance virtual team and work with the global Secretariat from anywhere in the world.

MANAGER INFRASTRUCTURE – GENERAL DESCRIPTION

The Manager Infrastructure is a member of the WorldSkills International Secretariat and has a very important role in managing all infrastructure requirements for the skills competitions, including identification and specification of materials and equipment, as well as workshop layout and utilities and services required. The Manager Infrastructure 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. The Manager Infrastructure has the ability to communicate effectively to stakeholders such as WorldSkills personnel, Competition Organizer staff, and Partners and reports to the Director Skills Competitions and Director Sponsorship and Partnership.

The position requires a person who is proactive, resourceful, dedicated, and works with a high level of integrity.

The Manager Infrastructure must have a technical background, ideally with extensive experience across different sectors in different companies or in event organizations. Experience working internationally would be a significant advantage.

AREAS OF RESPONSIBILITY

- Coordinate the updating of the Infrastructure Lists in partnership with the Competition Organizers
- Work with Skill Competition Managers, Workshop Managers, and Competition Organizers to clarify the specifications for all materials and equipment on the Infrastructure Lists
- Train and guide the Technical Observers prior to and at the Competition
- Provide guidance and support to the Workshop Managers regarding all infrastructure for skills competitions
- Be the first contact for Skill Competition Managers regarding all aspects of infrastructure
- Monitor and respond to infrastructure inquiries in the skills competitions Discussion Forums
- Work with the Competition Organizer and WorldSkills International Sponsorship team to prepare correct data for sponsorship acquisition (sponsor dedicated Infrastructure Lists)
- Research potential new sponsors/partners and prepare for first approach
- Ensure all equipment and materials specifications from sponsors/partners is correct and accurately updated in the Infrastructure List system
- Ensure that all deadlines on Infrastructure requirements for the Competition are met
- Check all final sponsor-specified infrastructure lists for event sponsorship contracts are accurate and clearly defined

PROFILE, QUALIFICATIONS, EXPERIENCE

- Formal vocational or university qualification would be an advantage
- Further professional development in management, operations, events, or project management would be an advantage
- Experience in a similar position, 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
- Strong relationship management skills and problem-solving abilities
- Excellent team player with demonstrable experience of working collaboratively internally and externally
- 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
- Extremely competent with technology and ability to learn new things quickly (especially IT 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

THE OFFER

WorldSkills International offers the following opportunities:

- to work in a flexible, fast-moving environment
- to be an integral 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.

APPLICATION TO BE SUBMITTED TO

Luise Kuehnel, Manager Skills Competitions - luise.kuehnel@worldskills.org

DEADLINE FOR APPLICATION

Monday, 4 June 2018