

JOB DESCRIPTION

Job Title:	Multi-Sport Games Executive	Department:	Multi-Sports Games (MSG)
Grade:		Reports to:	MSG Manager

Job Purpose	The successful executive will be assisting in providing the best support for Malaysian athletes, officials and National Sports Associations preparing to the Multi-Sports Games, such as but not limited to the South-East Asian Games, Asian Games, Commonwealth Games, and the Olympic Games.
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Job Description and Responsibilities:

Multi-Sport Games (MSG)

- Collect data on athletes, officials & NSAs
- Assist in collection of data for use of, but not limited to, Selection Committee, PR & publications, archives and accreditation.
- Monitor, act on and ensure preparation for MSG are in line with deadlines given by organisers.
- Support organization of and/or OCM's participation in events, seminars and workshops such as, but not limited to, the motivational camps, final camp, briefing, countdown events, CdM seminar, delegation registration process.
- Support NSAs, athletes and officials in their education and preparation to participate in MSG

NSA relations:

- Contact person for NSAs for matters related to MSG, governance, assistance required from OCM, etc.
- Keeping an up-to-date database in relation to NSA contact details, constitution, AGMs

Experience Required	
*Functional Experience (No. Of years, Specialized Field if any)	2 years minimum experience working in the sports industry Experience as a former national athlete is advantageous
Education and Qualifications Required	
Diploma in Sports Management or any related area	
Any Additional Requirements (<i>Language Skills, Computer Skills</i>)	
<p>Skilled in Microsoft Office (Word, Excel, Powerpoint) & the Internet</p> <p>Excellent communication skills</p> <p>Possess own transport or ability to travel independently</p> <p>Ability to work under pressure and against tight deadlines</p> <p>Ability to occasionally work during weekends</p> <p>Competent understanding & knowledge of the sports is an advantage</p> <p>Self-discipline, motivated, possess high work rate & a team player</p>	

Employee Acknowledgment	
Name:	
Signature	