

JOB DESCRIPTION

Job Title:	Multi-Sport Games Manager	Department:	Multi-Sports Games
Grade:		Reports to:	General Manager

Job Purpose	The successful manager will be responsible for providing the best support to Malaysian athletes, officials and National Sports Associations (NSAs) 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)

- Develop strategies and plans to ensure preparations and/or participation of Malaysian athletes, officials and NSAs to the MSG are optimized and efficient (reduce process losses to increase marginal gains)
- Create, monitor and ensure adherence to project management timeline for each MSG
- Liaising with Media & Communications Department to promote athletes & Team Malaysia to the MSG
- Initiate and monitor data collection and information on athletes, officials & NSAs participating in MSG for use of, but not limited to, Selection Committee, PR & publications, archives and accreditation.
- Organize and/or participate in events, seminars and workshops such as, but not limited to, the educational programs, motivational camps, final camp, briefing, countdown events, CDM seminar, delegation registration process.

NSA relations:

- Constant communication with NSAs to identify their needs and requirements from the OCM
- Contact person for NSAs for matters related to MSG, governance, assistance required from OCM, etc.
- Ensure an up-to-date database in relation to NSA contact details, constitution, AGMs

Experience Required	
*Functional Experience (No. Of years, Specialized Field if any)	3 years minimum experience working in the sports industry Experience as a former national athlete is advantageous
Education and Qualifications Required	
Bachelor 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>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	