

VACANCY

Sports Director

The **Lycee Francais de Manille (LFM)** together with the **German European School Manila (GESM)** is part the European International School (EIS / Eurocampus) and is the best and first choice for French and German speaking families as well as for families with a pronounced interest in excellent international education.

We are looking for a highly skilled and dynamic professional to lead our schools' Sports and Extracurricular activities programs.

SCOPE

The Sports Director manages and leads all aspects of the schools' sports programs including those activities offered under the Extracurricular Activities (ECA) of the school. The Sports Director reports directly to both School Principals and Heads of Administration of GESM and LFM.

MAIN RESPONSIBILITIES (excerpt):

1) Recruitment & Employee Management

- Supporting the Management Team in recruitment process for qualified sports teachers
- Selection and hiring of ECA coaches in cooperation with ECA coordinator
- Setting of objectives and supervision of ECA staff and ECA Coordinator including conducting performance assessments
- Set training activities/programs and ensure proper conducting of these

2) Management and Marketing

- Promotion of EIS Sports Program in the Metro Manila Int'l school environment as well as South East Asian International school network
- Selection of local and overseas interscholastic competitions and ensuring proper preparation
- Establishing strong relationships with Sports Directors of other International Schools in Metro Manila
- Assist in establishing and implementing a Sports Development Curriculum at EIS
- Build competitive teams for local and international competitions (including talent identification)
- Active Public Relations Work regarding all activities (announcement, written reports, photographic record) to ensure high publicity effect

3) *Organization and coordination*

- Ensuring facilities upkeep, proper maintenance of all material and equipment purchases
- Investigate how facility usage can be optimized
- Advise for the building of proper sports facilities in accordance to the school's Masterplan
- Organize sporting teams for students to participate in (South East Asia Games)
- Promote sporting teams to students (e.g. notice boards, face book, sports day)
- Organization and participation in activities, events and sport fixtures
- Release of sporting fixtures and results through notice boards and other appropriate media
- Act as an official spokesperson for all or any sporting issues (Parents, Meetings)
- Submit oral and written reports to meetings on sporting activities to GESM, LFM and EIS
- Close cooperation with ECA Coordinator reg. dates of sport events/cancellation and bus transport
- Diligent documentation of all activities

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge and Skills

The incumbent must have proficient knowledge and skills in the following areas:

- Strategic planning skills and knowledge on staff/organization development
- Excellent communication and representational skills
- Fluent in English (written and spoken) in addition to at least one second language (German or French)
- Proficient in MS Office products (Word, Excel, PowerPoint)
- Profound knowledge of all sport disciplines

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Highly energetic individual eager to tackle tough challenges
- Strong leadership and communication skills
- Respectful, cooperative and constructive approach
- Well organized and able to work under pressure
- Can keep employees motivated

EDUCATIONAL REQUIREMENTS AND RELEVANT EXPERIENCE

- Bachelor's degree in Education / Physical Education and/or Master's Degree in Sports Management
- Preferably 8 years of teaching experience, preferably in a school environment
- Strong pedagogical commitment to develop encouraging relationship to students, esp. seeking their opinions on sporting issues

COMPENSATION AND BENEFITS

We offer an attractive local compensation and benefits package that is competitive and comparable with those of other international educational institutions in Manila.

HOW TO APPLY?

If you are a highly motivated and well organized individual who thrives in a position of leadership and enjoys sports and management duties, please feel free to apply by contacting us by submitting your letter of interest, résumé and salary expectations by e-mail to recrutement@lfmanille.ph or