



Join World Athletics, the global governing body for athletics, to shape the future of the sport and inspire the next generation! <https://worldathletics.org/>

🔗 IT Project Analyst

About World Athletics

World Athletics is the leading governing body for athletics worldwide, with 214 national federations under its umbrella. The Association is responsible for organising some of the world's most prestigious athletics competitions, including the iconic World Championships, held biennially.

Headquartered in **Monaco**, World Athletics boasts a diverse workforce of over 100 individuals representing 31 nationalities.

World Athletics envisions **utilising the power and accessibility of athletics and our athletes to foster a healthier and fitter world**, thereby providing purpose to everyone involved in the Association. Additionally, we strive to enhance the entire spectrum of the sport, spanning from schoolyards and community parks to the global stage of Olympic Podiums.

Join us at World Athletics as an **IT Project Analyst** and be part of groundbreaking initiatives shaping the future of sports!

The Project Analyst assists one or more projects and ensures that information about the content (e.g., deliverables, risks, issues) is conveyed to sponsors and stakeholders. They participate in drafting software specifications and help steer the project. Working closely with the project team to obtain necessary business analysis support, they aim to improve the consistency, predictability, and efficiency of project delivery capability. The project analyst champions best practices and maintains a strong customer focus - outward and upward - ensuring these practices align with customer expectations. Additionally, they ensure operational issues of the project are managed, focusing on the project's interface with IT project managers, project teams, technology, and interface issues. The analyst ensures the project follows the delivery process.

Core Duties

- Define and oversee project scope and schedules to ensure consistent delivery of value-added outcomes.
- Coordinate meetings, progress reports, risk mitigation strategies, and delivery planning.
- Engage in design and testing activities, facilitate conflict resolution, and maintain clear communication with stakeholders.
- Assist project managers in managing customer expectations and implementing robust project governance protocols.

Qualifications Needed

- Minimum of two years' experience in project management.
- Strong understanding of software development methodologies, encompassing both traditional and agile project management practices.
- Outstanding interpersonal and analytical abilities, with a demonstrated aptitude for collaborative teamwork.
- Proficient in spoken and written English.
- Master's degree in Computer Science.

Personal Qualities

- Demonstrates unwavering integrity and a strong commitment to teamwork.
- Exhibits initiative, productivity, and creativity in identifying and implementing innovative solutions.
- Possesses strong analytical skills to assess current processes and recommend effective improvements.

What We Offer

- Comprehensive benefits package, including medical insurance, life insurance, and income protection.
- A dedicated team of passionate individuals who are deeply invested in their work.
- Flexibility to work from home one day a week.

- Opportunities for professional development.
- Inclusive and relaxed atmosphere, fostering diversity with colleagues from various backgrounds and nationalities.
- Well-being and team-building activities (such as trips and skiing) organised throughout the year.
- Exceptional work-life balance in a picturesque location, with proximity to both the sea and mountains, abundant sunshine, and a safe environment.

Application Process

World Athletics is committed to promoting equality and diversity in our workplace. We welcome applications from all qualified individuals, regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion, or belief.

To apply for the position, please email the following documents in English to emploi@worldathletics.org before 28 April 2024:

- Covering letter expressing your interest in the role and highlighting relevant experience in your career.
- Updated curriculum vitae.
- Details of your current remuneration.
- Contact information for three referees (referees will be contacted only at the final interview stage).

Don't miss out on this opportunity to become part of a transformative organisation! Join our dynamic, multicultural team, engage in cutting-edge projects in a stimulating environment, and contribute to shaping the future of sports worldwide!

