Job Description: Technical Director

- **Employer**: Saudi Modern Pentathlon Federation (SMPF)
- **Town / City**: Riyadh
- **Job Type**: Full-time
- **Salary**: $48k to $60k Depending on experience
- **Position Type**: One Year Contract (renewable based on progressing)
- **Closing Date**: 27/05/2022

**SMPF Background**

SMPF, which commenced in June 2021, is the National Governing Body for the sport of Modern Pentathlon (Fencing, Freestyle Swimming, Show-Jumping, combined Shooting & Running) in Saudi Arabia. SMPF is managed by a voluntary Executive Board with office facilities in the Saudi Olympic Committee. SMPF, through its strategic plan, looks forward to attracting competencies and talents; that will enable SMPF to achieve its main objectives of establishing a base of the sport in Saudi Arabia according to a strategic technical plan that includes the formation of a base of players, referees, and coaches.

**Role Purpose**

We are seeking a full-time Technical Director, who will be responsible for overseeing the day-to-day management of an effective and efficient technical function for the organization. This is a fantastic opportunity to be involved with Olympic sport in a critical role as we move into the 2026 Summer Youth Olympics cycle and beyond. This role is based at SMPF office in the Saudi Olympic Committee; with the necessity to travel sometimes among Saudi Arabia.

This role is a key appointment as part of the plan for the delivery of the SMPF Development and Five-Year strategy. The Technical Director is part of the Senior Management Team of the SMPF; and he is reporting to the Executive Director.

**Key Responsibilities**

The key responsibilities of the Technical Director include, but are not limited to:

1. **Technical management and planning**
   - Ensure that SMPF has a clear and deliberate strategy for the development of athletes at all levels and supervise its review and implementation in cooperation with the executive director of the federation.
   - Building an annual technical plan in line with the SMPF strategic plan and values.
   - Submitting regular reports to the Board of Directors, the Technical Committee, and the Executive Director, showing performance indicators and progress.
   - Preparing the estimated budget for sports activities.
   - Setting policies and procedures for implementing programs.
   - Continuous monitoring of best practices in technical matters and reporting on this to all stakeholders in the Board of Directors and Executive Management.
   - Working closely with the management team to maintain the files of players, coaches, and referees.
   - Organizing and managing training and qualification programs for trainers and referees at the national level.
   - Determining the appropriate functional structure for the technical department.
• Conducting performance evaluation for technical staff, and tracking progress in performance measures throughout the year.

2. Coaches' recruitment and development.
• Attracting and appointing professional coaches.
• Identifying, hiring, and developing a sufficient number of qualified community coaches and assistants.
• Direct supervision of the work and plans of coaches in various sports-related categories and games.
• Overseeing the training of trainers and mentoring, including the development and implementation of training workshops and training sessions.
• Manage, support, and provide training and guidance strategies for female trainers.
• Develop and implement a trainer evaluation process that includes: written evaluations, interviews, and feedback, specific recommendations for further development, and follow-up.
• Build and implement an individual development plan for each competitive coach.

3. Youth Player Development
• Evaluate ongoing player development needs and issues.
• Build competitive and player development models to support UIPM guidelines.
• Design programs to support the player development models. Program components are to include pre-season and in-season training for competitive players, and training camps.
• Develop and implement a player evaluation process that includes: written assessments, feedback to players and parents, and recommendations for individual development.
• Supervise the tryout process, ensuring that SMPF policies are followed and that all players who participate are given an opportunity to demonstrate their skills.

4. Other duties as may be assigned from time-to-time.
• To perform other duties and responsibilities as reasonably instructed by the technical committee and/or the Managing Director.

Person Specification
The appointed candidate must be:
• English language is a must; verbal and written.
• Adopting a culture of high performance.
• Versatile and persuasive manager/coach.
• Strong organizational skills.
• An inspiring and persuasive personality with excellent leadership skills.
• Good and motivating interlocutor.
• Constant calm under pressure.
• High ethical standards.

Qualifications and Experience Requirements
• UIPM Coaches Certification Level 3 or 4.
• Or; a recommendation letter from UIPM.
• And, 3 years of experience in a position related to management, technical planning, and implementation of the modern pentathlon.
• Desirable; University degree in Rehabilitation Science, Physical Education, Sports Management, or a related field.
General Information
The post-holder shares with all colleagues the responsibility to:

• Make suggestions to improve the working environment within their area of work and SMPF as a whole.
• Work with the Executive Director to deliver the agreed operational plan for SMPF.
• Promote and comply with measures introduced to ensure there is equality of opportunity in employment and sports equity.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended in light of the changing needs of the organization.

Living conditions in Saudi Arabia
Saudi Arabia is a country that has unique characteristics. It is recommended for the applicant to search on the internet for the term “living in Saudi Arabia”; as there is a decent number of websites that are dedicated to onboarding new expats.

To Apply:
Please submit a covering letter with a detailed CV to info@smfp.sa. The covering letter should explain why this role interests you and how your experience addresses the criteria set out in the Role Specification.

Closing Date for Applications: 17:00 hrs. Friday 24 Jun 2022 (We reserve the right to close the position once sufficient applications have been received) Interviews to be scheduled directly after the application.