

**Position Vacancy****Berlin, 12<sup>th</sup> January 2022****To manage its business, ICSSPE is offering the position of Executive Director.****Job description:**

- The Executive Director manages the business of the Council;
- The Executive Director is responsible for fulfilling the strategic planning of the organisation and the working programmes;
- The Executive Director designs and writes grant applications;
- The Executive Director develops new areas of engagement and identifies income sources;
- The Executive Director manages the Executive Office in Berlin and is responsible for staffing;
- The Executive Director is fully literate in English and German (native language level);
- The Executive Director is employed for a full-time position (39,25h/week);
- Workplace is the Executive Office;
- The work involves frequent travel worldwide.

**Salary**

The salary is currently derived from remuneration level 14 for civil servants in Germany and will depend also on the level of experience. For further information, please visit <https://oeffentlicher-dienst.info/c/t/rechner/tvoed/bund?id=tvoed-bund-2021&matrix=1>

**Required qualifications and competences**

- Master degree in sport science, sport management, business administration, communication, or other relevant fields;
- Excellent knowledge of organisational law in Germany;
- At least five years of experience in managing international non-profit organisations or in leading internationally exposed positions, including developing and monitoring budgets;
- Experience in developing and implementing strategic plans and working programmes;
- Desire to lead teams as well as be responsive to and supportive of the needs and interests of other team members for the benefit of the overall performance of the team;
- Excellent communication and presentation skills in English and German.

As ICSSPE is abiding by the values of Inclusion and Equality, these are part of the employment policy.

The successful candidate is expected to start on 1<sup>st</sup> July 2022.

If the announcement has sparked your interest and you can identify with ICSSPE's vision, mission and values, please send your application to

Detlef Dumon  
Executive Director  
ddumon@icsspe.org

**The application should contain a** cover letter; a CV; evidence of expertise and experience such as degree certificates, references, etc., and should be submitted in English or in German in **one PDF, not exceeding 6 MB before 23<sup>rd</sup> January 2022.**