

# Job Description

## Secretary General - CEO

### Objective

Reporting to the President and the Executive Board, the role as guided by the TASNOC Charter is the principal administrative and finance officer of TASNOC and shall be responsible for the efficient operation and management of TASNOC Offices. In addition, she/he will provide overall strategic direction, leadership and organizational management to TASNOC. The CEO is an ex-officio member of the Executive Board without voting rights to meet IOC requirements.

### Outcomes

#### Organizational Stakeholders

##### 1. Management and Leadership of TASNOC

- Robust coordination in the development of Strategic Plans
- Implementation of Strategic Plan/direction is ensured
- Policies are recommended for personnel, finance and administration
  - Approved policies and procedures are implemented
- Annual business plan reflects TASNOC's strategic direction and is effectively implemented
- Monthly and annual statements of TASNOC's accounts are prepared and submitted
- Budgets are developed and successfully managed
  - All expenditures are contained within budget
- Risk management - assessment plan developed, implemented and continuously monitored
  - Risk mitigation plans for high level risks developed and well understood by Board and staff.
- Confesive leadership provided to TASNOC programs/projects
  - Resources, including human resources, are managed while considering priorities, barriers and obstacles
- Increase application of technology supports strategic direction of the organization
- Project management – delivery:
  - Program implementation is successfully delivered against targets and objectives
  - Organizational environment focuses on customers and supports continuous improvement
- Effective and efficient administration of services provided
- Assets are optimized through effective monitoring against business priorities, including but not limited to:
  - Financial, Human capital and Physical assets – property, plant and equipment
- Undertaking of other duties as directed by the Executive Board and or President
- Role of Company Secretary enacted as and when required
  - Governance and compliance matters raised
  - Briefs provided to the Executive on key issues raised through board decisions
  - Drafting of all correspondences coming from the President of the Executive
  - Maintaining complete, correct and relevant minutes, and matters arising
  - Effective distribution of meeting minutes and papers ensured
  - Ensuring matters arising are appropriately and efficiently addressed

##### 2. Robust Human Capital Management

- Constant review of the management structure and systems
  - Efficient and effective organization with clear roles and responsibilities for all staff
- Performance is managed
  - Annual performance management reviews implemented
  - Performance management measures established and maintained while managing adjustments and variations
  - Performance reports submitted to relevant stakeholders in a timely and accurate fashion
- Performance reporting system/s and measures are established and maintained
- Developing and growing workforce (TASNOC and Membership):
  - Support and relevant learning opportunities provided for staff
  - Staff are effective, competent and motivated
  - Retention ensured
- Demonstrable increase in TASNOC staff competencies
- Developing and growing the volunteer workforce of TASNOC

##### 3. Strategic Communication oversight ensured

- Effective image building implemented at community levels

- 
- - 
  - 
  -

- Advocacy and awareness of TASANOC priority areas on TASANOC website, social media, mainstream media ensured
- Strategic communications plan developed and implemented
  - Synergizing and coordination with stakeholders' efforts ensures
  - Communication and advocacy through mainstream media strengthened
  - Effective public relations management with stakeholders ensured
- 4. Well-informed Executive supports informed decision-making
  - Compiles and circulates TASANOC Annual Report
    - Annual Report finalized for presentation to Annual General Assembly
    - Report circulated to TASANOC stakeholders
  - Monitoring and reporting on TASANOC Strategic Plan ensured
    - Bi-annual reports to TASANOC Executive Board and Annual Report to TASANOC Board
  - Regular financial reporting to TASANOC Executive Board and Staff provided
  - Annual Report on TASANOC Programs provided to the Executive Board and relevant stakeholders
  - Sound advice provided to the Board includes but is not limited to company policies, regulatory, investment, business growth, etc.
- 5. Effective Stakeholder and Membership Engagement
  - TASANOC represented at international meetings relevant to the work of the organization ensured
    - Accompanies and supports members of the TASANOC Executive Board as and when required on various representational and consultative tasks
  - Monitoring and reporting on TASANOC Solidarity programs ensured and where appropriate, advice and guidance provided on utilization of funds
    - Clear and precise guidelines to TASANOCs regarding access to programs delivered
    - Templates for standard technical and administrative reports for individual activities planned by TASANOC as approved within the framework and that of international bodies eg. International Olympic Committee (IOC)
  - Ongoing liaison with NOCs, Regional/International Sports Federations, ANOC and IOC ensured
    - "User-friendly" relationships between TASANOC, ONOC, NOCs, Regional/International Sports Federations, ANOC and IOC
  - Training activities effectively coordinated for Executives and management staff on TASANOC Programs
    - Training activities implemented
  - Improved delivery of programs in the region
  - Securing of core funding from potential donors ensured
    - Ascertain minimum funding required to ensure the sustainability of the core function of TASANOC
  - Ensure programs and activities undertaken by TASANOC can self-funding
  - Continuous stakeholder engagement and advocacy supports financial growth and organizational sustainability and targeted thematic areas in mandated activities
  - Commercial viability managed - current and future
    - Funding secured from donors, private sector, and local philanthropy
    - Funding meets financial goals over time
- 6. Delivery of Administration Duties as and when required
  - TASANOC Annual General Assemblies, TASANOC Executive Board Meetings, TASANOC Commission Meetings, and Secretaries General Meetings coordinated and supported
    - Meetings organized and serviced
    - Timely production of summary records of meetings
- 7. Statutory and operationally compliant organization Risk assessment program is implemented and managed
  - Procedural compliance is ensured at all times
  - Statutory compliance is ensured at all times
  - Professional best practice is ensured across all operations
- 8. TASANOC's image and value standards demonstrated and promoted
  - Collaborate with other teams in the organization for the benefit of the organization
  - Monitor and encourage team members to uphold image and value standards
  - Uphold and demonstrate the organization's image and values

---

## Responsibilities - Critical Competencies

Competence	Description
------------	-------------

---

---

## Business

---

Strategic Development	Establish the strategic direction and steer the organization towards its goals.
-----------------------	---

---

Business Performance	Establish performance management measures managing adjustments and variations
----------------------	---

---

Risk Management	Implement and manage a risk assessment program.
-----------------	---

---

---

Planning	Develop long term operational or business plans.
----------	--

---

## Competence

Competence	Description
------------	-------------

---

Resource Management	Ensure organizational success by managing the resources while considering priorities, barriers and obstacles.
---------------------	---

---

Documentation	Develop submissions and / or business plan documentation from options.
---------------	--

---

Communication	Adapt communication techniques to suit different audiences, handle complex and /or sensitive topics.
---------------	--

---

## Customer

---

Customer Commitment	Anticipate and devise solutions to meet the customers' future requirements.
---------------------	---

---

Promotion	Capitalize on opportunities for the promotion of new and existing products/services.
-----------	--

---

Quality Focus	Develop quality standards for the organization.
---------------	---

---

Organizational Values	Evaluate organizational activities and behaviors; review and update standards.
-----------------------	--

---

## People

---

Leadership	Promote an organizational vision and influence the people to join them on a path to the future.
------------	---

---

Negotiation	Lead a negotiation, focusing on the outcomes and needs of each party and building common ground.
-------------	--

---

Innovation	Create initiatives that impact on job efficiency and objectives across different work units/organization
------------	--

---

Learning	Encourage others to discover and realize their potential in line with the future business directions
----------	--

---

## Professional

---

Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
--------------------	---

---

Financial Application	Propose solutions based on financial analysis of historical and future trends.
-----------------------	--

---

Global Environment	Analyze trends and changes in the economic environment highlighting potential impact on the organization's business.
--------------------	--

---

---

Technology Application	Leverage technology to achieve work objectives more efficiently
------------------------	---

## Qualifications

---

Qualification	Discipline	Notes
<b>Preferred</b>		
Higher Degree incl. Post Grad Cert or Dip	Business Administration, Operations Management, Sport Management	
<b>Desirable</b>		
Masters Degree	Business Administration, Operations Management, Sport Management	

## Work Knowledge and Experience

- Minimum of 8 years in a similar role or 8 years at a Senior Managerial role
- Computer literacy including an intermediate level of skill in MS Word and Excel
- Exceptional self-management skills (organization and time management) and the ability to work well within a team
- Exhibit excellent communication (verbal and written) and interpersonal skills
- Consultancy skills - ability to understand the HR needs of both the organization and the individual staff member
- Possess skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders
- (Mutually beneficial relationships)

Proven experience in administration management

- Ability to maintain a high level of customer service
- Ability to apply/implement organizational and procedural guidelines of the office
- An understanding of the sporting environment in Tonga and partner development including management of staff and volunteers
- Financial management with a demonstrated ability to prepare and manage budgets, analyze financial records and report preparation and understanding of the Olympic Movement and the functional roles of its key components as well as understanding of the autonomy of sport

## Requirements

### Language Proficiency

---

Excellent command of spoken and written English

### Professional Associations

---

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

---

Police Clearance

## Interactions

---

Interaction	Comments
-------------	----------

---

---

## Internal

---

Management Team

---

Staff

---

National Federations (NFs)

---

Commissions, Committees, Programs: SJC, Uniform, Medical, Drug Free Sport, HPC, Athletes, Sports & Environment, Olympic Academy, WIS, Appeals, Disciplinary

---

Team Tonga Management, Team Officials

---

Volunteers

---

---

## External

---

IOC & Member NOCs

---

ANOC

---

CGF & Member CGAs

---

International Federation of Sport

---

IOC recognized organization of sport

---

Games Organizing Committees

---

International funding and donor agencies

---

International media

---

International sport interest organizations

---

ONOC & Member NOCs

---

PGC & Member PGAs

---

Suppliers

---

General public

---

## Attributes

---

Behavioral Styles

---

---

---

 Regional media
 

---

 Regional funding and donor agencies
 

---

 SportingPulse
 

---

 Government agencies
 

---

 Sponsors
 

---

 School and tertiary institutions
 

---

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
-------------	--

---

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
-----------------	---

---

Innovative	Devises new and creative ways to do things comes up with original ideas.
------------	--

---

Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
-----------	---

---

Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
-----------	---

---

### Interpersonal Styles

Realistic Shows concern for facts and reality, rejecting the impractical.

---

Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
-----------------------------	--

---

Team Oriented	Enjoys being with others as part of a group or team.
---------------	--

---

Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.
----------	--

---

### Thinking Styles

Concrete thinker	Focuses on the tangible experiences of actual things or events.
------------------	---

---

Holistic thinker	Considers issues/situations as a whole rather than analyzing or dissecting the parts.
------------------	---

---

Initiative	Takes action and makes decisions without the help or advice of other people.
------------	--

---

Numerate	Shows abilities in quantitative thought and expression.
----------	---

---

Well organized	Controls tasks in a well thought out and critical manner.
----------------	---

---