



**Polish Ski Association (PZN) announces a tender for the position of Manager for Ski Jumping and Nordic Combined. Applications can be submitted until March 29, 2024, at 12:00 PM. The Tender Commission will make its selection by April 5, 2024, and present a recommendation to the PZN Board. Below are the tender terms.**

**Tender Terms:**

**Candidate Requirements:**

Candidates applying for the position of Manager for Ski Jumping and Nordic Combined must meet the following requirements and expectations:

- Higher education,
- Possession of coaching qualifications (minimum Trainer II class),
- Minimum 5 years of work experience/activity in the discipline relevant to the position,
- Knowledge of regulations and procedures related to planning, implementation, and settlement of tasks carried out with the support of public funds (programs from the Ministry of Sport and Tourism),
- Knowledge of documentation management in the field of training organization,
- Experience in coaching/management/scientific work,
- Good knowledge of computer programs used in the training organization process (MS Office package),
- Proficiency in spoken and written English enabling fluent communication in a professional context,
- Availability, including readiness for business trips,
- Category B driving license,
- Ability to work in a team and interpersonal communication skills (also in an international environment),

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- Possession of managerial competencies, including the ability to collaborate and manage employees, budget planning, and project task implementation,
- Ability to make decisions and work under time and result pressure,
- Lack of criminal record, no conviction by final judgment for intentional crime or fiscal offense, as well as for crimes of a sexual nature.

### **Documents required in candidates' applications:**

Candidates must provide the following documents and declarations:

- CV,
- Cover letter,
- Copy of documents confirming compliance with the required education qualification,
- Copies of documents confirming qualifications according to the tender requirements,
- Other documents confirming achievements in coaching/management/scientific work,
- Candidate's declaration of consent to the processing of personal data for recruitment purposes,
- Declaration of exercising full public rights,
- Declaration of not being listed in the registry of persons convicted by final judgment for intentional crimes, i.e., not being listed in the Criminal Record Card of the National Criminal Register (KRK), not being listed in the Registry of Persons Deprived of Liberty and Persons Wanted by Warrant of the National Criminal Register (KRK), as well as not being listed in the Register of Perpetrators of Crimes of a Sexual Nature of the Ministry of Justice within the meaning of the Act of May 13, 2016, on combating threats of crime of a sexual nature (Journal of Laws of 2020, item 152, as amended), and also to present:
  - a written concept of discipline development with justification and key operational elements, with particular emphasis on organizational, training, and performance areas, including:
    - short-term plan assumptions for the 2026 Milan Olympics
    - long-term plan assumptions for the 2030 Olympics in France

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- assumptions of the program/strategic training plan within the School of Sports Mastery
- proposal for a monitoring and control system for the training process and its effects including suggested battery of control tests and their frequency).

### **Basic scope of duties:**

Among the basic duties of the Manager for Ski Jumping and Nordic Combined in the given discipline are:

- ongoing supervision of plans and work of coaching staff,
- cooperation, supervision, and implementation of the training system within the Szkoły Mistrzostwa Sportowego
- implementation and financial discipline of budgets approved by the PZN Board for individual training groups,
- substantive approval of expenses of PZN National Teams within the allocated budgets,
- cooperation with coaches in planning, reviewing, implementing, and controlling,
- preparation and supervision of the implementation of framework, individual, and group training plans in both annual and Olympic cycles,
- enforcement of training and substantive documentation by coaches, its archiving, and analysis,
- registration of athletes for FIS tenders in accordance with applicable FIS procedures and regulations and internal regulations of the association (PZN),
- recommendation of national team rosters and coaching staff to the Sports Director of PZN based on applicable regulations and established budget,
- submission of periodic reports to the Sports Director,
- cooperation with the PZN office and National Teams in the preparation of program offers and documentation for the Ministry of Sport and Tourism.





### Deadline and place for submitting documents:

- all interested parties are requested to submit their applications to the secretariat of the Polish Ski Association in Krakow, at ul. Mieszczńska 18/3, 30-313 Krakow, or by sending a registered letter to the address of the Polish Ski Association as above (the date of receipt of correspondence by PZN determines) or by email to: office@pzn.pl - no later than March 29, 2024, at 12:00 PM.;
- all necessary documents submitted in paper form must be enclosed in a sealed envelope marked "Tender for the position: Manager for Ski Jumping and Nordic Combined"
- PZN also informs that documents submitted in scanned form via email will be verified for compliance with originals before any announcement of the tender results and employment.

### Tender procedure:

- before announcing the tender results, the Commission may invite selected candidates for individual qualification interviews;
- the Tender Commission reserves the right to cancel or invalidate the tender, as well as to change the application deadline without giving a reason;
- the final tender result will be announced by April 5, 2024, on the Polish Ski Association website (www.pzn.pl).

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