

POSITION DESCRIPTION

DUBAI 2010 WORLD CHAMPIONSHIPS ORGANISING COMMITTEE

Dubai will be host to the 10th FINA World Swimming Championships (25m) from 15 – 19 December 2010. This five day biennial event will bring together over 700 elite athletes from 140 countries.

Position Title – **Secretary/PA**

Reports to – Chief Operating Officer

Primary Purpose of position – To provide executive assistance to the Chief Operating Officer and Directors, coordinating diary, meeting support and secretarial services. Additional duties will include meeting minutes and general office administration.

Key Responsibilities – responsibilities include but are not limited to:

- **Executive Support** – provide high level confidential administrative support to the Chief Operating Officer
- **Report Preparation** - Coordinate the preparation of key reports and presentations to FINA, Government and key stakeholders
- **Director Support** - provide the daily executive assistance to the Directors, coordinating diary, meeting support and secretarial services
- **Event Time Management Plan** – assist with the preparation of the Event Time Management Plan
- **LOC Meetings** - Assist with the preparation of papers for LOC meetings
- **Contacts** - Maintain the organisations contacts database
- **IP Capture** - Maintain records for Transfer of Knowledge
- **Final Report** – contribute transfer of knowledge information to the Final Report

Participant Group responsibilities – Chief Operating Officer and Directors

Additional Information – In the lead up to and during the event period, work hours will be varied and will include some after hours and weekend work to ensure completion of all responsibilities.