

POSITION TITLE	SPORTS ADMINISTRATOR
Department/Section	SPORTS DEVELOPMENT
Reports to	Directly to Sports Development Manager for normal operations and Games & Programs Manager for Games requirements.
Strategic Pillars	Pillar 1: Athlete & Team Services Pillar 2: National Federation Services
Date	JANUARY 2025

ORGANISATIONAL BACKGROUND

The Fiji Association of Sports & National Olympic Committee (FASANOC) is an independent, charitable organisation responsible for providing support and resources to enable Fijian athletes to achieve at the highest levels of their sport and to excel at Olympic, Commonwealth and the Pacific Games.

FASANOC is affiliated to the International Olympic Committee (IOC), the Commonwealth Games Federation (CGF) and the Pacific Games Council (PGC).

Vision Inspiring Fiji through Sport

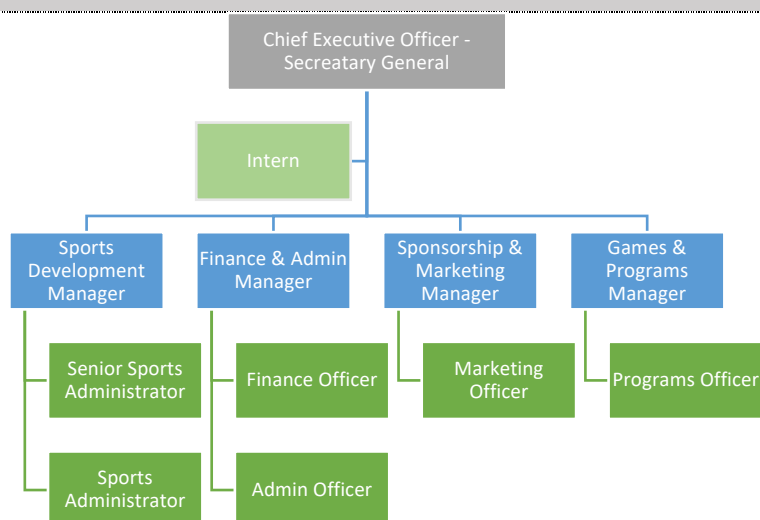
Mission Enhancing Sports through Collaboration and Learning

Values Excellence, Respect, Integrity and Commitment

We are committed to athlete engagement and advocacy.

We are committed to preparing and selecting the best Team to represent Fiji.

ORGANISATIONAL CHART



POSITION PURPOSE

This position is the link between FASANOC, the National Federations, and athletes.

The primary focus is to ensure National Federations are well-supported, athletes receive world-class service, and the Team Fiji delegation is meticulously prepared for competition at major Games

FUNCTIONAL RELATIONSHIPS

National Federations	FASANOC staff
Section Managers & Coaches for Games	FASANOC Executive Board
Organizing Committees	FASANOC Committees
Travel Agents	Team Fiji Volunteers
International Federations	Fiji Sport Council
Oceania Federations	Drug Free Sports Fiji

KEY RESPONSIBILITIES

OPERATIONAL RESULTS	NATIONAL FEDERATION DUTIES - Act as the primary liaison and point of contact for a portfolio of assigned National Federations. - Provide high quality administrative services to national federations and athletes. - Assist with the facilitation of annual grants, funding, and other financial support to NFs, ensuring compliance and accountability. - Assist NFs with administrative processes, including team selections, governance support, and reporting requirements. - Assist with the Team Fiji accreditation process for athletes, coaches, and officials. - Assist with the Games Organizing Committees requirements for travel, accommodation, catering, and transport. - Assist in the planning and execution of pre-Games training camps and Team Fiji departure/celebration events.
	ATHLETE SERVICES - Maintain up-to-date and confidential athlete records, including performance data, agreements, and personal details. - Collect, analyze, and report on NF performance data, participation numbers, and high-performance metrics.
	OLYMPIC SOLIDARITY & GRANT Duties - Assist with grant funding applications, allocations and payments - Assist with reports and acquittals
MANAGEMENT RESULTS	Ensure that all National Federations and their representatives receive excellent customer service for enquires and deal with urgent requests promptly
	Develop and maintain a close working relationship with Team Fiji delegations including athletes and entourage.
	Prepare detailed reports, briefs, and presentations for management and stakeholders. Maintain the integrity of the athlete and federation database.
CORPORATE EVENTS	Assist with the all FASANOC events Assist with Fiji Hall of Fame Event, Olympic Day celebrations, Annual General Assembly and Board of Management meetings, Christmas Cheer and other events.

JOB DESCRIPTION

	Participate and coordinate where necessary at other FASANOC events.
CORPORATE CONTRIBUTION	Represent FASANOC as and when required. Ensure accountability and transparency of donor/sponsor funds when provided Ensure FASANOC and its programs are presented with strong and positive image

COMPETENCY AND ATTRIBUTES	
1. Business 2. Customer/Supplier 3. People 4. Professional	- Strategic Development, Business Performance, Planning, Resource Management, Information Analysis, Documentation - Stakeholder Commitment, Promotion, Commercial Focus, Quality Focus, Organizational Values, relationship builder - Leadership, Problem Solving - Compliance, Health & Safety - Good communication skills - Problem solving - Able to perform under pressure - Good work ethic - Be proactive and willingness to take action independently
1. Behavioral 2. Interpersonal 3. Thinking	- Accountable, Achiever, Enthusiastic - Empathetic, Forthright, Perceptive, Self Sufficient and Assured - Challenger, Decisive, Holistic Thinker, Well Organized

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment. These changes may be initiated by the President and Executive Board with due consultation and agreement between the relevant parties. The position description may be reviewed as part of the preparation for performance planning for the annual performance review.