



A Full Member of the World Rugby, Asia Rugby,
Philippine Sports Commission and Philippine Olympic Committee

Job Description Competitions Manager	
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Job Title	Competitions Manager
Location	PRFU Headquarters - Bagong Ilog, Pasig City, Philippines
Hours of Work	Between Monday and Sunday: 9:30 AM – 5:30 PM (a total of 40 hours on a flexible time schedule) The nature of the role may on occasions require working in excess of these hours to ensure core objectives are achieved, include evening and weekend work. Compensation for overtime hours worked will be in accordance with the law
Reports to	PRFU General Manager
Salary	Dependent on experience
Employment Status	Full-time Employee Subject to one month Probationary Period
Role Summary	Responsible for the management, organization, and execution of all PRFU Competitions, Festivals, International Tournaments and events held in the Philippines in line with the targets set out in the PRFU Strategic Plan and World Rugby Development Investment Programme.
Key Responsibilities and Tasks	<ol style="list-style-type: none"> 1. Book, schedule, monitor and manage Philippine Rugby's Competitions & Events calendar. 2. Manage, organise, set up, execute and create a match-day experience in all PRFU Competitions, Festivals, and Tournaments for both Men & Women within the Philippines. 3. Organise, manage, host and execute Sponsors events 4. Submit budgets for events within required timelines as set by Standard Operating Procedures 5. Ensure that all PRFU sanctioned events are approved to PRFU and Asia Rugby Standards
Characteristics	<ul style="list-style-type: none"> • Available to work weekends • Has strong communication skills • Event/Competition Management experience • Time management skills • Rugby experience/knowledge • Passionate about Rugby development • Team player and leader • Resourceful • Flexible • Kid-friendly • Organized • Reporting skills • Hosting and well spoken