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BHUTAN OLYMPIC COMMITTEE

Terms of Reference for Technical Officer Bhutan Olympic Committee (BOC)

Key Responsibilities

Technical Officers (TO) will collaborate with coaches, technical staff, and other stakeholders to ensure the optimal health and performance of athletes. The scope of work includes, but is not limited to:

- **Continuous Professional Development (CPD):** The TO commits to ongoing learning and professional development, both for themselves and the coaches they work with. This includes staying updated on the latest research.
- **Coach Development Programs:** The TO is responsible for developing initiatives aimed at enhancing the knowledge and skills of coaches within the BOC framework. The technical officer may conduct workshops, seminars, and certifications to ensure coaches are equipped with the latest coaching methodologies.
- **Performance Monitoring and Evaluation:** The TO will establish and monitor a system of the continuous assessment of athletes' progress through data collection and analysis. This includes tracking key performance indicators (KPIs) such as speed, strength, endurance, and technical and tactical skills.
- **Technical Skills Coaching:** TO will conduct focused coaching sessions aimed at refining specific technical skills required in each sport.
- **Periodization:** The TO will monitor the training plans of national and grassroots athletes, prepared by NSFs/SAs coaches, across various phases (e.g., preparation, competition, recovery) to ensure athletes achieve peak performance at the right time.
- **Sports Science Integration:** The TO will apply scientific principles in sports training, including physiology, biomechanics, nutrition, and psychology. The technical officer will collaborate with the sports science team to optimize athletes' performance.
- **NSFs/SAs Event Assistance:** Upon requirement, the TO will assist NSFs/SAs to conduct technical aspects of events including training camps for competition.



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- **Talent Identification and Development:** The TO plays a crucial role in identifying potential elite athletes at a young age and developing their skills through specialized training programs.
- **Sport-Specific Federations:** Each sport under the BOC umbrella typically has a national or international federation that provides specific guidelines, technical updates, and training resources. The technical officer should regularly consult these federations for the latest sport-specific developments.
- **Bhutan's Olympic Committee Policy:** The TO must foster and align their efforts with the Bhutan Olympic Committee (BOC) and the government's policies, including the national sports policy and vision. This alignment must also ensure compliance with international sports rules and regulations, supporting the broader goals for sports development in Bhutan.
- **Facilitating International Competitiveness:** Will contribute to the preparation process if required by the respective federation to help athletes compete at the highest levels internationally.
- **Documentation and Record Keeping:** Maintain accurate records of project activities, outcomes, and stakeholder communications. Prepare comprehensive project reports for internal and external stakeholders.
- **Coordination with BOC Divisions:** The TO will coordinate with other divisions of the BOC to provide reliable information, facilitating proper planning and management of BOC activities. This role includes acting as a liaison between divisions to streamline operations
- **Additional Duties:** The TO will carry out any other duties as may be assigned by the President, Secretary General, Head of SRDD, or HR Officer, demonstrating flexibility and a commitment to the overall mission of the BOC.
- **Accountability:** The TO will be accountable to the Secretary General, BOC, and the Head of the Sports Research and Development Division (SRDD) for all assigned tasks, ensuring transparency and adherence to organizational standards.

Required Qualifications:

- Degree in Sports Coaching or a related field, or a degree in any field with an International Level Coaching License recognized by the Royal University of Bhutan.
- Preferred:
 - Strong understanding of sports science and coaching methodologies.
 - Excellent communication and organizational skills.



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- Experience working with professional athletes or sports teams, preferably in an Olympic or international sports context (preferred).

Job Details:

- **Position Title: Technical Officer**
- **Grade: P5**