

The Secretary General
Le Secrétaire Général

Brussels, 01st July 2024
2024-SGA-STA-040

CIRCULAR LETTER TO ALL CISM MEMBER NATIONS

Subject: CISM Headquarters Staff - opening vacancies and application procedures
Reference: CISM General Secretariat Organizational Structure and Manning – (Ed. Jun. 2024 - attached)

Dear CISM Chiefs of Delegations,

As Secretary General of the International Military Sports Council (CISM) I am pleased to present, on behalf of the whole CISM HQ personnel, the warmest regards to all the Chiefs of Delegation and their staff members for their commitment to the cause of CISM and the continuous support in spreading our common value of friendship through sport.

After more than one year following the adoption of the new organisational structure for the CISM HQ, I am back again to you to provide an updated situation on the vacancies available in the CISM General Secretariat and the related application procedures.

CISM General Secretariat staff is comprised of representatives of the Armed Forces of our Member Nations, and we are all fully aware that without these representatives, the CISM headquarters would not be able to function and would have adverse effects on CISM.

In order to anticipate the next changes in staff at the General Secretariat of CISM, I officially inform you that the following vacancies remain open, and I ask you to consider applying for one (or more) of these functions with the respective Curriculum Vitae. **The application deadline is set in table below, to facilitate the administrative and logistical deployment of selected personnel.**

Positions	Candidature deadline	Interview and selection	Start of mission
CISM SG National Support Assistant	30th September 2024	By the end of October 2024	February 2025
CISM Legal Advisor Officer			
CISM Strategy and General Affairs Director			
CISM Strategy Manager			
CISM Solidarity and Sport & Peace Manager			
CISM Education and Sports Science Manager			
CISM Media and Communication Manager (2 vacancies)	30th November 2024	By the end of December 2024	May 2025
CISM Sports Director			

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I would like, once again, to seek your support in filling this vacancy by engaging the concerned responsible authority within your Armed Forces to identify a suitable profile for the above-mentioned vacancies. A properly prepared and qualified staff at CISM Headquarters is a crucial factor in the planning and development of CISM activities.

A relevant point to be considered is that all costs associated with personnel detached to CISM HQ in Brussels are borne by their respective Armed Forces and cannot be assumed by CISM.

It is also important to consider that the identified candidates should meet the minimum requirements (language, education, and experience) identified in the **job profiles which can be found in Annex C of the document at reference (attached)**.

For this verification, an interview in English will be carried out (in VTC) according to the table above. An accurate schedule will be informed to candidates promptly.

If you have any questions, please contact the CISM Strategy and General Affairs Director, Col Clayton Ricardo Pontes, by email: clay.pontes@milспорт.оne.

I reiterate my sincerest appreciation to you personally and high respect for the devotion of your Armed Forces to developing CISM activities.

Sincerely,

“Friendship through Sport!”



Navy Captain Roberto Recchia
CISM Secretary General



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