



## **Coordinator - Homologations International Technical Commission (CTI)**

### **Job description**

Full time position  
Based in Mies (VD), Switzerland  
Starting date: tba

### **Unique opportunity for an individual passionate about motorcycling sports**

#### **THE FIM**

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an independent association formed by 115 National Federations throughout the world and is recognised as the sole competent authority in motorcycle sport by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sport and the global advocate for motorcycling. With some 50 World Championships owned by it and organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

For the reinforcement of its Sporting/Technical Department, the FIM is looking for a dedicated and team-oriented Coordinator. You will deal with the technical and administrative aspects of the FIM in collaboration with the present FIM CTI Coordinator and Manager to whom you will report.

#### **Purpose of the position**

Management and coordination of CTI activities (Homologations in particular).  
Development of FIM Homologation programmes from creation to implementation and management.  
Prospect new markets and new industry/manufacturers that could potentially join the FIM Homologation programmes.

#### **Your tasks**

Your tasks in this position may, in particular, include the following:

##### **FRHP (FIM Racing Homologation Programme)**

- Development of the different homologation programmes with the help of Commission members as well as external experts (for new programmes or development of existing ones)
- Processing of the homologation applications (applications, contracts)
- Management of labels (production, data management, shipment, invoicing)
- Involvement in development of international standards (i.e. UN working group on protective helmets) based on the FIM experience
- Propose new projects or improve the existing ones in order to contribute to the development of revenue streams for the FIM in relation to the FHRP programmes
- Maintain continuous links with the private companies that joined the FRHP programme or that could potentially do so.

##### **Technical Rules**

- With the support of experts from the CTI, external experts if needed and the other sporting commissions, establish technical rules according to the different needs
- Propose new rules in order to improve the safety of riders and circuits
- Coordination between the different parties involved in technical matters (sporting commissions, national federations, circuits, promoters etc.) and the resolution of issues and conflicts.



### **Safety equipment's**

- For all safety equipment not included in the FRHP programme, study of the latest regulations and standards to apply them into FIM Championships, Cups and Trophies.

### **Administrative**

- Management of the FHRP web platform, database and procedures
- Preparation of agendas and minutes as well as the compiling of the documentation for the various CTI meetings (Commission, Conference, Bureau or working group meetings).
- Preparation and drafting of the Technical Code and other documents related to technical matters (FIM standards, scientific studies...)
- Responsible for CTI communication (circular letters).
- Follow-up on all correspondence related to CTI issues (Letters, E-mails, phone calls...)
- Overseeing all general FIM documents which relate to the CTI (yearbook, information letters, results, licences, calendars, travel arrangements) and liaising between the CTI Members and the various FIM departments, (travel, licence, accounting & CTI)
- Verification of CTI expenditure in relation to the allocated budget
- Contribution to the establishment of the CTI budget.

### **Qualifications and skills required:**

- Degree or Master in Science or Engineering in one of the following fields: Mechanical, Electrical, Electronics or Automotive Engineering
  - Communication and commercial skills with a strong technical sales experience
  - Excellent command of both written and spoken English and French (FIM official languages) is essential (technical documents and correspondence); Italian and/or Spanish are an asset
  - At least 5 years' experience in equipment homologation in motorcycling/automotive related industry (ideally in R&D and/or technical sales)
  - Proven experience in Project Management
  - Very good computer skills (including the ability to read CAD drawings)
  - Interest in technical and sporting issues
  - Self-starter and well organised with capacity to work independently, ability to prioritise and strictly comply with deadlines
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- Willingness to work and travel on weekends in connection with FIM events occasionally required (10x/year).

The FIM is an equal opportunity employer.

Interested?

Please send us your complete job application (including cover letter, CV, salary expectations and copies of your work references and diplomas) through the Job-Up platform.

Further information or questions may be sent directly by email to Mrs Brigitte Zufferey, Human Resources Manager at the following address: [recruitment@fim.ch](mailto:recruitment@fim.ch)

We look forward to receiving your application.