

# Vacancies

A leading specialist in the organization and holding of sports and mass sports events

Salary	Requirements for a candidate	Job Responsibilities
1000 – 1200 BYN	<ul style="list-style-type: none"> <li>• Higher education (preferably BSUFC or economics);</li> <li>• Work experience of at least 3 years (preferably in the field of sports and tourism, as well as public procurement);</li> <li>• No bad habits, responsibility, accuracy, willingness to work in multitasking mode and infrequent business trips around the Republic of Belarus.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of sports and mass sports events according to the Calendar Plan of the Ministry of Sports;</li> <li>• To carry out procedures of public procurement of goods (works, services);</li> <li>• Make estimates and orders for sporting events;</li> <li>• Conclude contracts (supplies, services, works, etc.) for the organization and holding of sports events according to the cost items of the estimates;</li> <li>• To prepare and ensure timely sending of letters, applications, etc. to the relevant institutions for the organization and holding of sports and mass sports events according to cost-reports;</li> <li>• Timely make requests for accommodation, transportation services, travel documents, receiving money for meals for participants and judges, business trips, medical care, award paraphernalia, etc.;</li> <li>• Monitor the readiness of sports facilities before the start of events;</li> <li>• Timely conclude contracts for sporting events with the regions of the republic and ensure their execution.</li> </ul>

# Contact us

For all questions regarding employment and available vacancies, please contact the Human Resources Department by phone or e-mail.

- Leading Human Resources Specialist – **Boyko-Gladkaya Inga Valerievna**

## HR contacts

- room 217, 35 Ya. Kolas st., Minsk

- 

[+375 \(17\) 358-61-98](tel:+375173586198)

- 

[belsport@bel-sport.by](mailto:belsport@bel-sport.by)

## Working hours

- **Mon – Fri:** from 8.30 to 17.30
- **Lunch break:** from 13.00 to 13.45
- **Days-off:** Saturday, Sunday and public holidays

# Send us a message

Please enable JavaScript in your browser to complete this form.

Your name \*

Your phone number \*

Consent to data processing \*

- ☐ I agree with the terms of data processing

Send us