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	• Higher education (preferably BSUFC or economics); • Work experience of at least 3 years (preferably in the field of sports and tourism, as well as public procurement); • No bad habits, responsibility, accuracy, willingness to work in multitasking mode and infrequent business trips around the Republic of Belarus.	• Provision of sports and mass sports events according to the Calendar Plan of the Ministry of Sports; • To carry out procedures of public procurement of goods (works, services); • Make estimates and orders for sporting events; • Conclude contracts (supplies, services, works, etc.) for the organization and holding of sports events according to the cost items of the estimates; • 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; • Timely make requests for accommodation, transportation services, travel documents, receiving money for meals for participants and judges, business trips, medical care, award paraphernalia, etc.; • Monitor the readiness of sports facilities before the start of events; • Timely conclude contracts for sporting events with the regions of the republic and ensure their execution.

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
- 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

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