



BASKETBALL ASSOCIATION OF SINGAPORE

Singapore Basketball Centre, 601 Aljunied Crescent, #01-04, Singapore 389862
Tel: (65) 6743 8425 Fax: (65) 6743 8426 Website: www.bas.org.sg

Job Title: High-Performance Manager

Reports to: CEO

Purpose Statement

The High-Performance Manager (HPM) will be a suitable qualified and experienced person who will work closely with the CEO of the Basketball Association of Singapore (BAS) in carrying out the multi-year sport plan for the sport. Most importantly, the HPM must be able to work with the coaches, national athletes and the sport scientists to curate the high-performance plan to achieve success at the elite level. The HPM must be able to double up as the team manager to take good care of the national teams and ensure that the daily training environment is at the optimal level as much as possible.

The HPM must therefore have experience in sports science, sport management and competent in high-performance sport environment together with communication & public relation skills. To this end, he/she must display initiative, and have highly developed planning and organizing skills, as well as the ability to work independently as well as the ability to work harmoniously in a team environment.

The HPM must agree to the BAS's vision and mission statement.

Principal Accountabilities

Liaison/coordination

1. The HPM will co-ordinate and provide administrative support to the BAS's meetings, including Board meetings.
2. The HPM will be required to prepare the multi-year sport plan and be able to articulate the plans when required.

National Squads

3. Maintain up-to-date database of national coaches and players.
4. Provide logistics and administrative support for the national teams for trainings and competitions.
5. Provide all assistance required to the national coaches in selection and recruitment of national athletes.
6. Procure travel and accommodation services for national teams overseas training and competitions.
7. Ensure Athlete Agreements be signed duly.
8. Ensure submission of Detailed Yearly Training and Competition Programme (YPI) for the national teams.
9. Prepare and submit Team Manager's report for competitions.



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Coaching & Development

10. Plan, co-ordinate and run Coaching & Development Courses at level 1 & 2.
11. Ensure Coaches database and particulars are up to date.

Team and Development Squads.

12. Ensure all athletes are aware of the team YPI.
13. Co-ordinate the development of HP Policies and programmes, including Selection Policy, Anti-Doping Policy, Disciplinary Policies etc, to produce and to maintain the documentation of these Policies.
14. Conduct the Performance Appraisal for National Team and Development Squad Athletes with the coaches.
15. Management of the national squad training, overseas competition and training and the delivery and management of the SMSS Services to spexCarded athletes.
16. Responsible for timely submission of reports relating to the HP Plans to Sport Singapore including spexTEAM Reports, progress of SMSS activities, competitions reports and results as and when required.
17. Act as Anti-Doping Officer and Safe Sport Ambassador.

Tournament / Competitions

18. Draw up annual calendar of events.
19. Prepare yearly budgets for all tournaments, competitions and other related events.
20. Work closely with CEO and the volunteers to ensure smooth running of events.
21. Procure facilities, services and equipment in accordance with Basketball Association of Singapore guidelines.
22. Prepare comprehensive reports after completion of events.

Other Duties

23. Carry out any ad hoc duties as assigned by the CEO.
24. Attend all meetings and prepare meeting minutes if required.

Job Specification

25. Qualifications: Recognised University Degree / Diploma relevant to Sports Science / Sport Management / Sports Coaching or any sports or basketball / FIBA related qualifications.
26. Experience: Experience in preparing funding submissions and justifications is essential. Professional sport management experience is an advantage.
27. Skills & Knowledge: Strong management skill, Information Technology savvy, good in communication, negotiation skill, financial management and planning skills are essential. Good knowledge of the infrastructure of the Sport Singapore, Singapore National Olympic Council and relevant NSA, together with background working in Singapore Sport Institute before are an advantage.



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28. Personal Qualities: Good interpersonal and effective oral and written communication skills are required. Ability to provide leadership, motivation and to work effectively with limited supervision is essential.
29. Highly motivated, energetic, objectives oriented and results-driven individual is preferred.
30. Experience playing a sport at the professional level or national team before will be an advantage.

This job description is not to be regarded as exclusive or exhaustive. It is an outline indication of the areas of responsibilities & relevant activities that the incumbent would be engaged in, and may be amended from time to time to align with the changing needs of BAS.

If you are ready to be part of a vibrant and dynamic team that promotes the growth of basketball in Singapore, we want to hear from you! Send your resume and a cover letter detailing your relevant experience and passion for the role to Leon_Neo@bas.org.sg now! You will be invited to an interview if you are shortlisted. Join us in making a difference in the basketball community!

Please send in your CV to Leon_Neo@bas.org.sg by Friday, 3 May 2024. Thank you!