



HPS
HRVATSKI PLIVAČKI SAVEZ
CROATIAN SWIMMING FEDERATION

Pursuant to the decision of the Executive Committee of HPS made on the 43rd Session of HPS held in Zagreb on 26 September 2020, the Croatian Swimming Federation announces

INVITATION FOR APPLICATIONS

for selection and appointment of the **Manager of the Croatian Swimming National Teams**.

The person who fulfils the following conditions can be appointed as the **Manager of the Croatian Swimming National Teams**:

- university degree (VSS) or equivalent to the same for foreign nationals,
- at least 15 years of working experience in swimming sports,
- English language proficiency,
- PC skills (Word, Excel, PowerPoint, Internet),
- driving licence – B category,
- and having the managing, professional, working, organisational and communications abilities and skills, and especially the excellence in teamwork.

The following should be submitted along with the application:

- CV,
- Certificate of professional education,
- Certificate of nationality,
- Certificate of work experience (HZMO certificate or e-document),
- Certificate of English language proficiency,
- Certificate of PC skills (Word, Excel, PowerPoint, Internet),
- Copy of driving licence,
- Certificate of no criminal records, not older than six (6) months.

The documents shall be enclosed in a non-authenticated copy, while their originals shall be presented prior to the candidate selection.

The application shall also comprise the plan and programme of work for the mandate period.

The advantage shall be given to the candidates with experience in work with the national team(s).

The Manager of the Croatian Swimming National Teams shall be appointed to the mandate of four (4) years.

In their applications, the candidates should state the personal data (name and surname, address, phone number or mobile phone number and preferably an e-mail address).

By submitting their applications, the candidates give their approval and consent to HPS, as controller of the personal data collection, to collect, use and further process their personal data

primarily for the purpose of conducting the selection procedure and possible employment, in accordance with the regulations regulating the protection of personal data.

The candidate exercising the advantage right during the recruitment procedure according to the special regulations is obliged to refer to such right in his/her application and shall have the advantage compared to other candidates only under the equal conditions. In order to exercise the advantage right during the recruitment procedure, the candidate fulfilling the conditions for exercising such right is obliged to submit along with his/her application all certificates indicating the fulfilment of conditions stated in the invitation for applications.

The candidates invoking the advantage right under the Act on Croatian Homeland War Veterans and Their Families (Official Gazette No. 121/17, 98/19) are obliged to submit all proofs referred to in Art. 103 of the stated Act. The evidence required for exercising the advantage right during the recruitment procedure are announced on the web site of the Croatian Ministry of War Veterans at <https://branitelji.gov.hr/>.

The candidates fulfilling all the conditions required in the invitation for applications and whose applications are complete and timely submitted are obliged to come to an interview. The place and time of an interview shall be timely notified to the candidates on their contacts indicated in the application. A non-response to the scheduled interview shall be considered as withdrawal of the application.

HPS can conduct testing of the candidates if necessary, including also the psychological tests.

The applications with the attachments shall be submitted within 30 (thirty) days from the date of announcement of the invitation for applications to the following address:
Hrvatski plivački savez (Croatian Swimming Federation), Trg Krešimira Čosića 11, 10 000 Zagreb, with a remark: "For the Invitation for Applications".

Incomplete and untimely submitted applications shall not be considered.

The results of the selection procedure shall be notified to the candidates in writing by e-mail within 45 days upon the expiry of the deadline for the application submission.

Croatian Swimming Federation

Zagreb, 12.10.2020