



Job Description	
Job Title:	Accreditation Supervisor
Reports To:	Accreditation Manager
Location:	Doha based only
Requested documents:	QID (under family/other company sponsorship), no sponsorship provided
Dates of contract:	Short term contract - 01.11.22 - 20.12.2022
How to apply:	Send your CV to hr.qatar@match-hospitality.com with subject line "Accreditation Supervisor"
Additional:	Working schedule – weekend shifts included

External Relationships:	Q22, Supreme Committee, FIFA, Catering Suppliers, Technical and Operations Suppliers, Guest Services Suppliers, Sales Agents & Stakeholders
Job Summary:	<p>MATCH Hospitality Consultants Qatar LLC the Official Rights Holder of the FIFA Hospitality Programme for the FIFA World Cup Qatar 2022™ is looking to hire a suitably experienced candidate to fill the position of Accreditation Supervisor.</p> <p>The Accreditation Supervisor provides Accreditation System support and oversight for all Accreditation-related matters across all venues.</p>

Key Accountabilities	
<p>As part of the Hospitality Team for the FIFA World Cup Qatar 2022™, the Accreditation Supervisor will contribute to the overall success of the competition, by:</p> <ul style="list-style-type: none"> • Liaising with the Accreditation Manager on the day-to-day handling of accreditation / supervision enquiries • Providing an assistance to Accreditation Manager by liaising with all departments to ensure that all departmental Accreditation requirements are met • Providing support to the Accreditation Manager by monitoring all external suppliers regarding the accreditation of their staff • Maintaining accurate attention to detail when dealing with data input for all MH Service Companies and any other related companies contracted, or sub-contracted to MATCH Hospitality for the FIFA World Cup Qatar 2022™ including stakeholders / MATCH Hospitality Board Members / Directors and possibly VIP's • Supervising and engaging in the provision of helpful, accurate and prompt advice and guidance to internal / external stakeholders on accreditation issues and to ensure that accreditation procedures are correctly followed and updated as necessary to meet requirements • Developing strong relationships and maintaining frequent contact with all Venue Accreditation Managers to set up close and effective communications • Attendance at all Event Accreditation workshops and meetings 	



- Conduct regular reporting to the Head of Event Logistics
- Other duties as assigned by the Accreditation Manager and Head of Event Logistics
- Prepare post event detailed feedback for debrief covering accreditation project overview, statistics, all positive, negative points which impacted Accreditation from each Hospitality Venue and from the overall event.

General

Hours of Work:

- Working hours are 09h00-18h00 Sunday – Thursday. Due to the nature of the business, you will be required to work after hours and at weekends during the period leading up to the Exclusive Use Period through to the period of the FIFA World Cup Qatar 2022™ as required.

Ad-hoc tasks:

- Will be required to assist with ad-hoc tasks
- The nature of this event is such that it may be necessary to amend or add to your responsibilities as we draw closer to the main event in 2022, you may be required to perform any task that is allocated to you by senior management, specific to the projects at hand
- Assist your Line Manager with any other tasks related to Event Logistics, i.e., uniform distribution, travel and accommodation bookings and any administrative tasks required
- Support issue resolution activities in coordination with FIFA and Q22 Accreditation Constituent Group team.

Knowledge, Skills and Experience

Essential Experience:

- A minimum experience of 4-5 years in the international sporting events industry and venue operations, preferably within the Accreditation sector
- Good knowledge of Accreditation principles
- Working knowledge of event operations, overlay, event staffing
- Demonstrated ability to work in a fast-paced, team orientated environment
- Highly organized and detail-oriented with willingness to get the job done
- Ability to handle stress, work long hours under short deadlines in a dynamic, high-pressure environment and to meet demanding timescales
- Ability to work both independently with minimum supervision and cooperatively within a team situation
- Accurate with reports and budgets
- A high level of both spoken and written English is essential
- IT Skills: efficiency in Microsoft Office Programs, skills on creating presentation materials in Power Point and Excel spreadsheets
- Planning software and online collaboration tools experience
- Maintaining a positive team culture where all members work in collaboration
- Empathy.



Essential Skills:

- Diploma or degree in administration, logistics or another related field. A combination of relevant academic qualifications and experience may be accepted
- Flexibility and adaptability when faced with ambiguity or constant change.

Desirable:

- Arabic – an advantage
- Experience of working in Qatar or GCC region.