



Luxembourg Taekwondo Federation
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www.luxembourgtaekwondo.lu
secretariat@luxembourgtaekwondo.lu
Affilié a WT | ETU | ITF | COSL

National Technical Director (M/F)

DESCRIPTION OF EMPLOYER

The Luxembourg Taekwondo Federation a.s.b.l., founded in 2023 and part of the sports movement under the law of 3 August 2005 on sports; approved and recognized as being of public utility by Ministerial regulations of 24.01.2024 by the Ministry of Sport. Coaches and referee's licenses are certified by ENEPS. LTF is a member of NOC COSL (Comité Olympique et Sportif Luxembourgeois).

In 2026, the TKD section includes 20TKD clubs (including 3 ITF clubs) with approximately one thousand four hundred (1400) members.

Job profile

Work place:	Luxembourg
Registered Office:	Maison des Sports, 3, route d'Arlon, L-8009 Strassen, Luxembourg.
Title:	National Technical Director
Level of qualification:	LUXQF4 (EQF4) or equivalent
Type of contract:	Half-time (900 hours/year) fixed-term contract over 2 years (20h/week)
Hiring date:	immediate
Working hours:	Flexible working hours, including weekends and some public holidays.

Mission: Head of the Luxembourg National Taekwondo Team

Main activities:

- Sports Program Development and organization (*designing, planning, and implementing structured athletic activities to increase participation, improve athlete performance, and enhance community health. It focuses on creating opportunities at all levels—from grassroots, fundamental movement skills to high-performance training, covering aspects like coaching, logistics, and competition management.*)
- Organization of travel and hotels for competitions/training camps)
- Exchange and close cooperation with the national coach, national sports school (Sportlycée), with club coaches and leaders.
- Coordination and elaboration of training units between sports school and LTF- trainings for national team athletes.
- Exchange and collaboration with LIHPS (Luxembourg Institute for High Performances in Sports)
Exchange and collaboration with COSL (Comité Olympique Sport Luxembourg)
 - Prepare and follow up on financial documents for the COSL (plannings)
 - Prepare and follow up documentations and evaluations of NT athletes for COSL selections.
- Coordination the calendar of Taekwondo activities in Luxembourg (courses, tournaments...)
- Development and implementation of a recruitment concept for young talent
- Working closely with the federation to develop and promote TKD in Luxembourg at all levels

Qualifications:

- Minimum consideration: Success in the third year (3rd) of secondary education
Master* or Bachelor* in Sports are considered as an advantage
(* homologation by the Ministry of Research and higher Education of Luxemburg required)
- Minimum technical diploma LUXQF4 (EQF4) or equivalent
- TKD experience and technical knowledge
- Fluency in at least one of these languages: German or French
- Good knowledge of English to communicate internationally

Skills:

- In-depth knowledge of physical preparations specific to TKD
- Handling the KPNP and DAEDO scoring systems
- Proficiency in sport-specific software
- A good ability to work with athletes of varying abilities.
- Communication and interpersonal skills for working with athletes, coaches and officials
- Ability to work independently
- Leadership, self-confidence and team-building skills
- Knowledge of standard Desktop programs (Word, Excel, PowerPoint, Outlook, ...)

Obligations:

- Extract N°5 from the criminal record
- Residence in Luxembourg or the nearby countries... (Germany, Belgium, France, Netherlands)
- Request for equivalence of all his diplomas by approved Luxembourg entities

Additional benefits:

- In-depth knowledge of sports psychology
- Fluency in several languages
- international Network-relations
- Ability of public and corporate communication
- Participation as athlete or coach on European/World or Olympic games consists an advantage

We offer

- Half-time (900 hours/year)
- A 2-year fixed-term contract with the possibility of extension
- Good remuneration with benefits
- Pleasant working environment

Contact

If we have aroused your interest, please apply with CV, motivation letter and diplomas to these email addresses: secretariat@luxembourgtaekwondo.lu until XXXX at the latest.

About Luxembourg and the federation:

- www.visitluxembourg.com or www.justarrived.lu
- www.luxembourgtaekwondo.lu/
- FB: Taekwondo National Team or FB: Luxembourg Taekwondo Federation