



International
Paralympic
Committee

Vacancy:

IPC Membership Engagement Co-ordinator – Africa (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Paralympic Summer and Winter Games, and serves as International Federation for ten sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC's vision is to make for an inclusive world through Para sport and, therefore, the IPC is committed to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence.

The IPC offers the position of an **IPC Membership Engagement Co-ordinator – Africa (f/m/x)** in a multi-cultural, international team at the IPC headquarters in Bonn, Germany, starting as soon as possible.

These will be your main **tasks and responsibilities**:

- Serve as the primary liaison between the IPC and our members, developing relationships, providing responsive support and driving engagement in IPC activities and events, with a focus on Africa
- Ensure that the needs of our members are well represented within the IPC through close collaboration with relevant IPC departments and the Agitos Foundation
- Work with our members to enhance their governance – helping them build sustainable structures and strategies to support their Para Athletes, in line with the IPC Handbook and IPC Strategic Plan, with the support of International Federations, Governments and other key stakeholders
- Support the coordination of key international events including the IPC General Assembly, Membership Gathering and NPC Services at the Paralympic Games
- Execute and support other tasks or projects related to Membership



You should meet our **requirements**:

You must be an individual who finds inspiration in the IPC's mission and vision. You also must be someone who thrives under pressure and can complement extremely busy colleagues in a fast-paced environment.

Furthermore, you should

- have a university-level degree in a related field, such as International Relations, Communications, Sport or Management
- have proven working experience in a related industry, preferably in a multi-cultural environment in Africa and/or working with African stakeholders (sport event experience is a plus)
- possess excellent communication and presentation skills in English and French
- possess strong relationship-building, diplomacy and problem-solving skills
- have the ability to manage multiple tasks, set priorities and maintain deadlines
- be independent, resourceful and adaptable
- be willing to travel internationally and work flexible hours during events
- have an excellent knowledge of productivity tools incl. Outlook, Excel, Word and PowerPoint
- have a deep passion and commitment to work for the Paralympic Movement

Do you want to **apply**?

If you wish to apply for the position, please send your CV and cover letter as pdf file in English to alexandra.muth@paralympic.org. Please indicate your earliest possible starting date. Applications will be reviewed on a rotating basis.

The salary level for Assistants/Co-ordinators in a full-time position at the IPC is between EUR 2,400 - 3,000 gross per month.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org.

We are looking forward to your application!