



International
Paralympic
Committee

Vacancy:

World Para Powerlifting Competition Co-ordinator (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, including World Para Powerlifting (WPPO). The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from grass roots to high performance.

The IPC offers the position of a **full-time World Para Powerlifting Competition Co-ordinator (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting in **January 2020**.

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

- Support LOCs throughout the planning and delivery of WPPO Sanctioned competitions
- Maintain and develop the competition technical requirements, equipment check lists, templates and hosting guidelines for World Para Powerlifting Championships, Games and World Cups
- Co-ordinate ITO's appointments, communications and performance monitoring
- Maintain competition registration, results, rankings and records and track performance levels
- Support in the construction and publication of competition invitation packages and appendices
- Support the WPPO Sport Technical Committee and Competition Advisory groups on all necessary technical and competition related topics
- Co-ordinate communications with all NPCs/NFs/LOCs and other stakeholders on all Para powerlifting competition related inquiries and technical requirements and liaise with relevant IPC Departments and Committees on the operational and logistical services related to WPPO
- Co-ordinate the WPPO competition calendar, reports, meetings and presentations
- Collaborate on all competition and technical related development programmes and initiatives



You should be an energetic, open-minded individual with a passion to work for a global sports organisation.

Furthermore, you should meet the below **requirements**:

- Experience in a sport-related environment (for example: Organising Committee, NOC/NPC, Sport Federation, current or former athlete, sports science/management degree or similar)
- Understanding and experience in sport/event management and administration (experience in para sport is an advantage)
- Individual who is a self-starter and highly motivated, whilst being an excellent team player
- Proficiency in using MS Office (experience in event/sport-related programmes, databases and systems is an advantage)
- Creativity is always welcomed, and a knowledge of illustrator, Prezi or other design programmes is beneficial
- Proven ability to operate with limited supervision and ability to prioritise multiple tasks to meet overlapping deadlines in a fast-paced and changing international environment
- Be readily available to travel internationally when required to attend competitions
- Fluency in English verbal and excellent written skills (knowledge of other languages is an advantage)
- Be an energetic, open-minded individual with a passion to work as part of a team in a global sports organisation

Do you want to **apply**?

If you are interested and you can meet most of our requirements, please send your CV and cover letter in English and in the pdf format to alexandra.muth@paralympic.org (Human Resources Senior Manager). The deadline for applications is 02 December 2020.

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 look forward to your application!