



Vacancy

HUMAN RESOURCES DIRECTOR (F/M/X)

The International Paralympic Committee (IPC) offers the newly-created position of a full-time **Human Resources Director (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany. For this position, we will review applications and interview candidates on a rolling basis. The successful candidate may be subject to a personal background check.

ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically-elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

BACKGROUND TO ROLE

Passion for our work is what motivates and unites us. With a new executive and senior management team, we wish to foster a working environment that fuels this

INTERNATIONAL PARALYMPIC COMMITTEE

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passion and honours the unique talents and contributions that each of our staff brings to the office.

Our staff members have recently identified [six organisational values](#) that they believe uniquely identify who we are, who we want to be and how we expect the organisation to operate. In addition, the IPC published its new four-year [strategic plan](#) in late 2019, which provides our strategic direction and delivery targets. This plan also addresses the core targets for this role under [Strategic Priority 4](#).

With more than a 300% increase in staff size since 2012 (now approx. 130 individuals), we also wish to improve our strategic resource-allocation and workforce planning, increase transparency and consistency with staff policies and expectations, attract a diverse workforce and strengthen our inclusive practices, and better promote staff support and development.

If you find meaning in purpose-driven work, share our excitement for our values and the targets we describe above, and if you have the requisite abilities and experience to help guide our efforts, we would really like to hear from you.

ROLE

The exceptional Human Resources (HR) Director should develop systems (e.g., quality assurance, efficiency, shared services, business consistency and clarity), implement strategies that support organisational development, inclusivity, staff morale and employee retention, enhance safety and wellness, strengthen relations between staff members, increase staff engagement, attract the best talent and promote the organisation's values.

[Core responsibilities](#) include:

- Provide direction on all HR matters;
- Lead on development and implementation of HR policies and practices;
- Align HR strategies with our strategic plan and budget, placing emphasis on strategic resource allocation, workforce planning and inclusive employment practices;
- Deliver and promote evidence-based decision-making, best practices and innovative HR tools, technology and processes;
- Direct employee engagement and talent-management initiatives, including training that promotes effective feedback, accountability mechanisms, increased performance and team engagement;
- Oversee compensation and benefits processes;
- Manage a consistent recruitment process that is aligned with workforce planning;
- Implement and oversee a transparent staff performance management system;

- Support all internal communications, reflecting and promoting the IPC's value of openness, transparency and engagement;
- Help, advise and educate management on labour law matters, best practice people management and compliance;
- Lead and develop the small team of HR personnel;
- Report to the CEO.

The ideal candidate for this role should possess a strong work ethic, excellent communication skills, diplomacy and strategic thinking, working knowledge of HR practices and labour regulations, strong organisational skills and excellent interpersonal skills.

Core requirements include:

- Passion for the IPC's vision, mission and values;
- Substantial and broad experience in relevant work, preferably with experience in leading an HR function in the non-profit sector;
- Experience in supervisory roles and budget management;
- Proven ability to generate and provide strategic guidance to senior executives;
- Demonstrated commitment to inclusive employment practices and a high comfort level with an international office environment;
- Strong collaboration skills and experience engaging multiple stakeholders (internal and external);
- Excellent interpersonal skills, including the ability to thoughtfully challenge the status quo, confront difficult issues and support colleagues;
- Strong organisational and project management skills;
- Ability to manage time and multiple priorities effectively;
- Strong work ethic, team player, self-motivated;
- Proven ability to ascertain/communicate labour law requirements and to cascade complex messages in simple form;
- Fluency in English (working command of German is a plus);
- Ability to occasionally travel (infrequent).

Do you want to **apply**?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf format to HRDirector@paralympic.org.

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, please contact us or visit our website under www.paralympic.org.

Thank you for your consideration.

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