Vacancy

**ANTI-DOPING CO-ORDINATOR (F/M/X)**

The International Paralympic Committee (IPC) offers the newly-created position of a full-time **Anti-Doping Co-ordinator (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.

**ROLE**

The IPC offers the position of a full-time IPC Anti-Doping Co-ordinator (f/m/x) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.
Core responsibilities include:

- Assist the strengthening of the overall compliance to the World Anti-Doping Code and IPC Anti-Doping Code for members of the Paralympic Movement
- Assist managing the administration of the IPC Anti-Doping testing programme primarily with regards to the delivery of intelligence based out-of-competition testing
- Assist in the evaluation and administration of the IPC Athlete Biological Passport programme
- Assist the delivery of the Anti-Doping Programme for assigned sanctioned competitions and events
- Provide administrative support within the Anti-Doping team

Core requirements include:

- A university degree in biological, sport or health science
- Experience in the field of Anti-Doping (specifically, working knowledge of the WADA-ADAMS application and the Athlete Biological Passport) and interest in Paralympic Sports, would be considered assets
- Exceptional attention to detail abilities
- Excellent organisational skills and experience using MS Office programs (Word, Excel, PowerPoint, Outlook). Advanced abilities in Excel would be considered an asset
- Very good command of English (knowledge of other languages is an advantage)
- Proven ability to meet deadlines, to operate with limited supervision and to multitask in a fast-changing environment
- Show reliability and resilience in difficult circumstances. Remain calm and confident and respond logically and decisively in difficult situations
- Easy to get along with and thrives working as part of a diverse, multi-cultural team in an international environment, while meeting the organisational values of the IPC
- Ability to travel

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 antidopingjobs@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.