



GOVERNANCE COMPLIANCE OFFICER (F/M/X)

The IPC offers the newly-created position of a full-time **Governance Compliance Officer (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.

INTERNATIONAL PARALYMPIC COMMITTEE

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ROLE

The Governance Compliance Officer reports to the IPC General Counsel and will primarily be responsible for developing and implementing policies and procedures for promoting and sustaining a culture of good governance within the IPC and the Paralympic Movement.

CORE RESPONSIBILITIES

- Lead the implementation of the [IPC's governance review outcomes](#).
- Manage the overall planning and programme of governance controls, to ensure sound governance of the IPC.
- With the support of legal, ensure that the IPC complies with its constitution, regulations and relevant legislation (including filing/reporting requirements and record keeping).
- Set up and manage the operation of various governance structures, including the IPC Governing Board, World Para Sport Unit Board, nominations panel, committees, tribunals, and working groups.
- Assist with vetting processes.
- Facilitate and support the effective operation of the IPC's formal decision-making processes, including maintaining an authority/scheme of delegation chart.
- Support the delivery of legal services to the organisation in relation to governance matters and compliance with regulations.
- Support the IPC's risk management framework and risk register.
- Engage with all levels of the IPC on governance matters by providing guidance on governance queries; planning and delivering inductions, training and education; and producing policies, procedures and templates as needed.
- Ensure that meetings of the IPC General Assembly and IPC Governing Board are effectively run and are properly documented.
- Ensure the publication of key governance-related documents, as required.

CORE REQUIREMENTS

- Significant governance/compliance/regulatory/other relevant experience.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to develop strong external relationships and networks, including with other experts in the field.
- Self-motivated and resilient.
- Passion for the IPC's vision, mission and values.
- Fluent in English (any additional language is an asset).
- Legal qualification/expertise/experience is an asset but not required.

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 to LegalJobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups 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 at www.paralympic.org.

We look forward to your application.