



Vacancy

PRESIDENT'S ASSISTANT

(F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **President's Assistant (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in March 2023.

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 oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six 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 **President's Assistant** is accountable to the IPC President and also to the Governance Compliance Officer. The role sits within the Governance Compliance Team and work will be split between the needs of the President and the Governance Compliance Office. Supporting the President is the priority, and you

INTERNATIONAL PARALYMPIC COMMITTEE

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will be responsible for completing daily supportive and administrative tasks and maintaining positive external relationships. Given the travel schedule and the general time difference between the current President's home base (Brazil) and Bonn, flexibility regarding time is required. When supporting the Governance Compliance Office, you will be responsible for supporting the administration of IPC Governing Board meetings and supporting the Governance Compliance Officer with promoting and sustaining a culture of good governance and risk management within the IPC and the Paralympic Movement.

CORE RESPONSIBILITIES

President's Office

- Prepare and co-ordinate on behalf of the President: meetings (including agenda), presentation, communication, logistics and gifts;
- Complete all (e-mail) correspondence, presentations, proposals, reports and other additional documentation as directed by the IPC President;
- Execute and prepare travel management of the IPC President, co-ordinate travel requirements with relevant IPC teams, and complete travel expenses alongside handling the President's travel budget;
- Co-ordinate and support the IPC President's schedule during major events e.g. Paralympic Games and General Assembly meetings. Ensure the often-demanding schedule is met and last-minute requests or changes are acted upon promptly. This is an intensive and demanding period.

Governance Compliance Office

- Support the management of the overall planning and programme of governance controls to ensure sound governance of the IPC;
- Work with the Governance Co-ordinator to manage the administration of the operation of various governance structures, predominantly the IPC Governing Board to include:
 - Set up of meetings (in-person and calls).
 - Coordination of agenda items for each meeting.
 - Support the co-ordination of internal team members attending, presenting, and submitting documents for Governing Board meetings.
 - Compile and upload papers to the Governing Board SharePoint site.
 - Take accurate minutes and circulate for approval in a timely manner.
 - Track all actions, decisions made, and follow up as required to ensure actions are brought back into the Governing Board if needed or follow up with next steps to ensure actions completed and closed.
- Support the preparation and delivery of General Assembly meetings.

CORE REQUIREMENTS

- A very high level of oral and written communication in English (knowledge of other languages is a bonus), public relations, diplomacy, and interpersonal skills;
- Administrative, governance or other relevant experience;
- Demonstrated ability to develop and implement effective administrative processes;
- Good organisational and project management skills;
- Proven ability to meet deadlines and multitask in a busy environment;
- Attention to detail, adaptable and work accurately, resourcefully, and creatively;
- General interest in international sport and the Paralympic Movement;
- Be willing to travel internationally to major events, if required, and to work flexibly.

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 GovernanceJobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis, with a final deadline of 12 February 2023

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 under www.paralympic.org.

We look forward to your application!