Vacancy

OPERATIONS SENIOR MANAGER (F/M/X)

The International Paralympic Committee (IPC) offers the newly created position of a full-time Operations Senior Manager (f/m/x), in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in the third quarter of 2023 or as agreed with the successful applicant.

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, a purpose-driven non-profit association, 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. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

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.

ROLE

The Operations Senior Manager is accountable to the Chief Paralympic Games Officer and will work within the dynamic and growing Games and Events division. The role is responsible for ensuring the coordination and collaboration of operational planning for assigned Functional Areas (FAs) with Organising Committees for the Olympic and Paralympic Games (OCOGs), the International...
Olympic Committee (IOC), and other delivery partners; particularly focusing on where there are specific opportunities or challenges for the Paralympic Games.

The current portfolio of the role is overseeing Transportation (TRA), City Operations (CTY), Event Services (EVS), and Hospitality and Ticketing (HAT), although this may be flexed to align with the specific expertise of the right candidate.

**CORE RESPONSIBILITIES**

- Support the OCOG and act as the key liaison in planning and delivering the operations of the assigned FAs across all Games editions, including maintaining oversight of status of planning and anticipating opportunities, risks and issues.
- Collaborate with IPC Games Management Team to identify and resolve cross-functional issues during planning and delivery.
- Collaborate with FA counterparts at the IOC and in the OCOGs towards the development of generic documents (Games Guides, policies and procedures, milestones, etc.) as well as the development of planning for specific editions.
- Contribute to a holistic view of each Games project and priorities relevant for different stages of planning (e.g., setting strategy, detailing operational plans, implementing a readiness programme, etc.). Propose solutions to current problems and forecast future challenges, participate in decision-making, and escalate issues to appropriate levels as necessary.
- Engage with the IPC Games-time workforce, contribute to onboarding, lead and motivate during Games-time to support delivery of relevant functions.

**CORE REQUIREMENTS**

For this newly created position, the successful candidate will demonstrate at least 5-7 years of relevant experience in the planning and delivery of the Olympic and Paralympic Games or another mega event, developing and managing teams, and a calm, organised approach to holistic project management.

- Able to respectfully collaborate with and motivate others in an international, multi-cultural environment.
- Able to adapt and maintain a positive, solution-oriented attitude to adjusting plans and processes in complex and evolving situations.
- Proven ability to take initiative when problems arise, propose solutions, support decision-making processes, and successfully navigate change.
- Ability to present complex information to varied audiences, both verbally and written, in an inclusive and understandable way.
- Excellent verbal and written command of the English language.
- Flexibility in working hours and ability to travel regularly.
DESIRED REQUIREMENTS

- Experience working with persons with a disability considered an asset
- Proficiency in other languages such as French and Italian considered an asset
- Experience with project management software such as Smartsheet is considered an asset

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 OperationsJobs@paralympic.org

For this position, we will review applications and interview candidates on a rolling basis. Candidates with generalist event experience in the portfolio FAs listed are encouraged to apply along with FA specialists.

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!