Vacancy

WORLD PARA POWERLIFTING ADMINISTRATOR CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time World Para Powerlifting Administrator Co-ordinator (f/m/x) in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

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 to make 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 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

World Para Powerlifting (WPPO) is the department within the IPC responsible for the administration and growth of Para powerlifting worldwide. Para powerlifting is one of the biggest sports within the Paralympic Movement in terms of the number of participating athletes and countries. It was included in the Paralympic Games in Tokyo, Japan, in 1964 and has remained on the programme ever since,
growing into one of the biggest and most attractive sports. WPPO aims to inspire Para powerlifting from around the world through opportunities to develop and perform on the international stage.

The **World Para Powerlifting Administrator Co-ordinator** is accountable to the Head of World Para Powerlifting. The role plays a key part in guaranteeing the smooth functioning of the daily WPPO operations and supporting the delivery of all the WPPO portfolios.

**CORE RESPONSIBILITIES**

- Maintain the competition sports equipment database and monitor the use of competition sports equipment at Para powerlifting competitions;
- Support the Partners and stakeholders in the implementation of contractual rights;
- Support the further development and implementation of the Para powerlifting specific sports equipment licensing and certification system and liaise with relevant stakeholders;
- Lead and track all payments from suppliers, courses, and competitions;
- Liaise with major competitions organisers on competition equipment and sport technical matters as well as with National Paralympic Committees (NPC’s), manufactures and other stakeholders in resolving sport equipment disputes;
- Conduct day to day administrative activities and provide service support to WPPO operations and act as a contact person to the membership;
- Co-ordinate Local Organising Committee’s (LOC’s) gifts and stakeholder’s uniforms (track inventory);
- Maintain the WPPO athletes’ information in the Sport Data Management System (SDMS) while also maintaining and updating the Sport's website, including the HUB learning courses and competitions calendar;
- Lead SDMS classification operations and schedules; and
- Adminstrate licensing for both athletes and sport officials.

**CORE REQUIREMENTS**

For this position, we are looking for an energetic, open-minded individual with a passion to work as part of a team in a global sports organisation. The successful applicant demonstrates a meticulously organized work style and embodies an approachable, friendly demeanour, along with a keen awareness of diverse cultural and international contexts.

- A strong work ethic with a positive, ‘can do’ attitude, humility, and a passion for providing Para athletes with opportunities to showcase their abilities;
- Excellent organisational & administrative skills, and ability to work across multiple projects and maintain deadlines in a fast-paced environment;
• Keen attention to detail and showcasing sharp problem-solving abilities for maintaining data accuracy;
• Ability to work in an international, multi-cultural environment, with respect and in the spirit of collaboration;
• Exceptional written and verbal communication and interpersonal skills;
• Proficiency in utilizing basic project management tools such as Microsoft Office 365

**DESIRED REQUIREMENTS**

• Experience in a sport/event management environment (for example: Organising Committee, NOC/NPC, Sport Federation, current or former athlete) and experience in project management.

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 WorldParaPowerliftingJobs@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 under www.paralympic.org.

**We look forward to your application!**