



Vacancy

MEMBERSHIP PROGRAMMES CO-ORDINATOR AFRICA (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Membership Programmes Co-ordinator Africa (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible. The contract length is limited to 31 December 2028.

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 five 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

Dahlmannstrasse 2, 53113 Bonn, Germany / paralympic.org

JobsMembership@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

ROLE

The **Membership Programmes Co-ordinator Africa (f/m/x)** is accountable to Membership Programmes Managers and will be responsible for serving as the primary Sport for Mobility (SfM) project liaison for NPCs in Africa. The role entails coordinating and supporting IPC development projects for NPCs in Africa.

CORE RESPONSIBILITIES

- Serving as the primary liaison between the Membership Department and National Paralympic Committees in Africa regarding IPC development projects.
- Building relationships with NPC staff leading the implementation of IPC development projects and conducting regular check-ins.
- Co-ordinating the implementation and delivery of IPC development projects according to the operational plan.
- Co-ordinating the development and maintenance of relevant project implementation documentation.
- Coordinating administrative tasks of grants offered to IPC members from application to selection to distribution of funds.
- Supporting the organisation of events such as NPC staff trainings, Para sport festivals and training camps.
- Working closely with the Membership Engagement Co-ordinator Africa to ensure consistent support and communication with members.
- Executing and supporting other Membership Department tasks or projects as needed.

CORE REQUIREMENTS

For the **Membership Programmes Co-ordinator Africa (f/m/x)** position, we are looking for an individual who is demonstrably committed to making a difference and is motivated by the IPC's vision and mission. We are seeking someone who thrives under pressure and can complement colleagues in a fast-paced environment with a great team mindset.

- A university-level degree in Sport Management, or a related field.
- One to three years working experience in an intercultural environment.
- Excellent organisational, relationship-building, and problem-solving skills.

- Excellent interpersonal and communication skills.
- Excellent verbal and written command of English and French.
- Ability to operate in a fast-changing environment, handle multiple tasks, prioritise and work under tight deadlines.
- Excellent team player and self-starter with a strategic mindset.
- Detail-oriented and meticulous work manner.
- Willingness to travel internationally and work flexible hours during events.
- Excellent use of Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint).

DESIRED REQUIREMENTS

- Proven experience implementing sport development projects (and/or sport for development projects), preferably in Africa.
- Knowledge of the Para sports landscape in Africa.
- Additional language skills in Portuguese and/or Arabic would be 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 JobsMembership@paralympic.org.

For this position, applications will be accepted on a rolling basis, with a final deadline of **14 February 2025**.

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!

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