



Vacancy

WORLD PARA POWERLIFTING ADMINISTRATION ASSISTANT (F/M/X)

The International Paralympic Committee (IPC) offers the position of a part-time **World Para Powerlifting Administration Assistant (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible. The position is limited until the end of December 2026, with the possibility of extension.

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 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. 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.

INTERNATIONAL PARALYMPIC COMMITTEE

Dahlmannstraße 2, 53113 Bonn, Germany / paralympic.org
WPPOJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

ROLE

The **World Para Powerlifting Administration Assistant (f/m/x)** will support the operations of World Para Powerlifting (WPPO), including coordination of competitions, development activities and general administrative tasks.

CORE RESPONSIBILITIES

- Support the administration of WPPO competitions, including athlete entry management, coordination of officials' appointments and scheduling of athlete classifications.
- Maintain sport-related databases, including the collection, upload and validation of competition and classification results and records.
- Prepare statistical reports and presentations related to results, classification activities, officials, classifiers and other sport operations.
- Provide support to the WPPO team with general administrative tasks.

CORE REQUIREMENTS

- Share the IPC's vision, mission and values. A deep passion to work within the Paralympic Movement.
- Strong organisational and time-management skills.
- High attention to detail and accuracy.
- Effective written and verbal communication skills in English.
- Ability to manage confidential information appropriately.

DESIRED REQUIREMENTS

- Paralympians or Para athletes.
- Relevant qualification in administration, sport management or a related field is an advantage.

Do you want to [apply](#)?

In line with the mission and values of the International Paralympic Committee, applications from persons with disabilities are strongly encouraged and will be given priority, provided all essential job requirements are met.

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 WPPOJobs@paralympic.org.

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For this position, applications will be accepted on a rolling basis with a final deadline of 21 February 2026.

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!