



Vacancy

EXECUTIVE ASSISTANT TO THE PRESIDENT (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Executive Assistant to the President (f/m/x)** in an international and multicultural 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 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.

ROLE

The role of the **Executive Assistant to the President (f/m/x)** is responsible to provide high-level executive and administrative support to the IPC President to ensure efficient, diplomatic, and professional coordination and delivery of executive priorities and tasks. The grading of the role is Senior Manager.

INTERNATIONAL PARALYMPIC COMMITTEE

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

Success in this role requires the ability and care to build a holistic and substantial knowledge of the President's goals and style of professional engagement, understand how to balance the President's time with the relevant priority of commitments to members, stakeholders and projects, and proactively look for ways to increase the efficiency, structure and effectiveness of the President's office processes and workflows. Success also requires knowledge and understanding of IPC members and external stakeholders seeking access to the President.

CORE RESPONSIBILITIES

- Sets the tone of professionalism, fosters cooperative relationships, and maintains productive communication between the President's Office, IPC member organisations, and Paralympic Movement stakeholders. This also includes tracking action items and any other follow up required from these engagements.
- Ensures effective communication and smooth workflow between the President, Governing Board, and the IPC's Senior Executive Team, including diplomatically managing information and matters that are often confidential and sensitive in nature.
- Proactively coordinates with various IPC departments to generate speeches and content for press releases, as well as reports or stakeholder correspondence on behalf of the President, including proofreading and editing that is consistent with the IPC Style Guide.
- On behalf of the President, and working with IPC staff and IPC member organisations, proactively prepares and coordinates meeting materials (agendas, briefing notes, schedules), email and written correspondence, presentations, reports, and gifts.
- Coordinates with the IPC travel team to prepare travel schedules and travel arrangements for the IPC President, including identifying solutions for travel disruptions, completes travel expenses, and administratively manages the President's travel budget.

CORE REQUIREMENTS

- Five years of experience in a similar position.
- Possess strong diplomacy, problem-solving, and relationship-building skills.
- Respect confidentiality and routinely use sound judgement in decision making.

- Possess excellent organisational and project management skills.
- Demonstrate a very high skill level for oral and written communication in English (knowledge of other languages is an asset).
- Ability to operate in a fast-paced and multi-cultural environment, handle multiple tasks, prioritise and meet tight deadlines.
- Detail-oriented and meticulous work manner, with the ability to work independently.
- Have a general interest in the mission and vision of the Paralympic Movement.

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 ExecAsstJobs@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!