Vacancy

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

The International Paralympic Committee (IPC) offers the position of a full-time Executive Assistant to the President and CEO (f/m/x) in an international and multicultural team at the IPC Headquarters (on-site) 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 Executive Assistant to the President and CEO (f/m/x) is placed at Level A8 according to our internal compensation structure. The role is responsible for providing high-level executive and administrative support to both the IPC president and CEO, ensuring efficient, diplomatic and professional coordination and delivery of their respective priorities and commitments.

The role requires a high degree of discretion, judgement and organisational awareness, with the ability to manage and balance the needs of two senior executives, often working across multiple priorities, stakeholders and time zones. The Executive Assistant will also facilitate effective coordination between the President, CEO, Governing Board, Senior Executive Team and key IPC stakeholders.

CORE RESPONSIBILITIES

- Provide high-level executive and administrative support to the President and CEO, proactively managing and coordinating their schedules, commitments, priorities and follow-up actions.
- Coordinate competing priorities and executive workflows, anticipating needs, identifying potential conflicts and ensuring that matters requiring attention are appropriately prioritised and followed through.
- Facilitate effective communication and coordination between the President, CEO, Governing Board, Senior Executive Team, IPC members and key Paralympic Movement stakeholders, including tracking actions and follow-up arising from engagements.
- Prepare and coordinate executive meetings and engagements, including agendas, briefing notes, schedules, presentations, reports, correspondence and other relevant materials, ensuring that the President and CEO are appropriately prepared.
- Coordinates the preparation of executive communications and content, working with relevant IPC departments and stakeholders on speeches, presentations, reports, correspondence and other materials, including proofreading and editing in accordance with the IPC Style Guide.
- Manage executive travel and related logistics, working with the IPC travel team to coordinate travel schedules and arrangements, resolve disruptions, complete expenses and administer relevant travel budgets.

- Maintain effective administrative processes, information flow and follow-up across the President's and CEO's offices, proactively identifying opportunities to improve efficiency, structure and effectiveness.
- Handle confidential and sensitive information and matters with a high degree of discretion, diplomacy and sound judgement, maintaining appropriate professional boundaries while building trusted relationships with senior executives, Governing Board members, IPC members and external stakeholders.

CORE REQUIREMENTS

- A minimum of five years of experience in a similar executive support position, preferably supporting senior executives in an international organisation.
- Share the IPC's vision, mission and values. A deep passion to work within the Paralympic Movement.
- Demonstrated ability to support two senior executives simultaneously, exercise sound judgement when managing competing priorities, and maintain absolute discretion and professionalism when handling confidential matters relating to either executive.
- Strong diplomacy, problem-solving and relationship-building skills.
- Excellent organisational and project management skills, with the ability to manage competing priorities and complex schedules.
- Exceptional discretion and ability to handle confidential and sensitive information with sound judgement.
- Ability to operate effectively in a fast-paced, international and multicultural environment, managing multiple tasks and meeting tight deadlines.
- Detail-oriented and meticulous work manner, with the ability to work independently and proactively.
- Strong interpersonal awareness and the ability to establish effective working relationships with senior executives, Governing Board members, IPC members and external stakeholders.
- Excellent oral and written communication skills in English; knowledge of other languages is 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 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 career website at www.paralympic.org/careers.

We look forward to your application!