Vacancy:

**World Para Athletics Competition Co-ordinator (f/m)**

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Paralympic Summer and Winter Games, and serves as International Federation for ten sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Paralympic athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the entry to high performance. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

The IPC offers the position of a **full-time World Para Athletics Competition Coordinator (f/m)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting **as soon as possible**.

These will be your **tasks and responsibilities**:

- Supporting the implementation of the World Para Athletics global competition strategy
- Assisting in the strategic analysis to develop and implement competition structures and framework
- Co-ordinating and managing World Para Athletics competition calendar
- Supporting the development of competition technical requirements for World Para Athletics Championships and Games
- Co-ordinating and supporting sport delivery of World Para Athletics Competitions, inc Championships and Games
- Overseeing competition results management and maintenance of world and regional rankings
- Liaising with National Paralympic Committees and other stakeholders on Para Athletics competition related queries
- Co-ordinating international technical officials appointments and monitoring performance of international officials
- Co-ordinating and supporting the implementation of educational activities for technical officials
Providing supports to Sports Technical Committee and Technical Advisory Group where required
Conducting other day-to-day administrative activities and providing service support to World Para Athletics operations

Furthermore, you should meet these requirements:
- Have a Bachelor’s degree in Sports Science, Sports Administration or in an equivalent field
- Have working knowledge of Athletics on a national and international level
- Have understanding and experience with sport-related environment and administration (e.g. Organising Committees, NOC/NPC, Sport Federations, current or former athlete, sports management degree or similar)
- Be service and quality-minded and accurate work manner with attention to detail
- Have excellent organisational skills
- Be computer literate in MS Office (Word, Excel, Access, PowerPoint, Outlook)
- Be adaptable and able to work with deadlines and flexible hours
- Have good communication skills
- Have excellent English verbal and written skills (knowledge of other languages is an advantage)
- Have a proven ability to meet deadlines, to operate with limited supervision and to multitask in a fast changing environment

Do you want to apply?

If you are interested in the position and your profile meets our requirements, send your CV and cover letter in English to Alexandra.schnurr@paralympic.org (IPC HR Senior Manager) by 15 February 2017. Please also state your earliest possible starting date as well as your salary expectations (please give a precise figure in Euro).

We especially encourage individuals with impairments to apply.

If you have any further questions, do not hesitate to contact us or see detailed information on the IPC and the Paralympic Movement on our website under www.paralympic.org.

We look forward to your application!