

Vacancy:

## IPC Anti-Doping Co-ordinator (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Summer and Winter Paralympic 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 beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

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The IPC offers the position of a **full-time IPC Anti-Doping Co-ordinator (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, **starting as soon as possible**.

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

- Assist the strengthening of the overall compliance to the World Anti-Doping Code and IPC Anti-Doping Code for members of the Paralympic Movement
- Assist managing the administration of the Anti-Doping Programme primarily with regards to Results Management and the Athlete Whereabouts Programme
- Assist the delivery of the Anti-Doping Programme for World Para Athletics sanctioned competitions and events
- Execute tasks associated with the development of a comprehensive Anti-Doping education programme, with particular emphasis on Outreach programmes, follow-up on sanctioned athletes
- Provide administrative support within the Anti-Doping team



You should meet our **requirements**:

- Experience in the field of Anti-Doping (working knowledge of the WADA-ADAMS application is an asset) and interest in Paralympic Sports, primarily for Results Management
- Exceptional attention to detail abilities
- Excellent organizational skills and experience using MS Office programs (Word, Excel, PowerPoint, Outlook)
- Excellent English verbal and written skills (knowledge of other languages is an advantage)
- Proven ability to meet deadlines, to operate with limited supervision and to multitask in a fast changing environment

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Do you want to **apply**?

If you are interested in the position and your profile meets our requirements, please send your CV and cover letter in English via e-mail to the IPC Human Resources Senior Manager Alexandra Schnurr ([alexandra.schnurr@paralympic.org](mailto:alexandra.schnurr@paralympic.org)) by 10 December 2018.

Please state your earliest possible starting date and your salary expectations (please give a precise figure in Euro).

**We especially encourage individuals with impairments to apply**; we support the relocation process and will provide transitional accessible accommodation.

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](http://www.paralympic.org)**.

**We are looking forward to your application!**

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