

Vacancy:

## Organisational Capacity Programme Co-ordinator (f/m/x)

The Agitos Foundation is the leading global organisation developing sport activities for people with impairment as a tool for changing lives and contributing to an inclusive society. As developing arm of the International Paralympic Committee (IPC), the Agitos Foundation extends the philosophy of the Paralympic Games, whose athletes are role models of human potential and act as leaders for change.

Taking its name from the Paralympic Symbol (the Agitos – meaning “I move” in Latin), the Agitos Foundation supports and implements initiatives that enable Para athletes to achieve sporting excellence. To support this further, the Foundation assists IPC Member Organisations around the world to build their human and organisational capacities to spread the Paralympic Movement’s values of courage, determination, inspiration and equality.

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The Agitos Foundation offers the position as full-time  
**Organisational Capacity Programme Co-ordinator (f/m/x)**

in a multi-cultural, international environment in an energetic team at the IPC Headquarters in  
**Bonn, Germany, starting as soon as possible.**

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

To support the Programme Manager in the implementation, monitoring and reporting of Organisational Capacity Programmes in the following areas:

- Prepare and follow up with the logistics and the implementation of the programme courses. Assist in updating and management of programme’s education material
- Follow-up with all stakeholders and the required reporting of the programmes and activities.
- Work closely with IPC Membership Engagement to manage and track all activities.
- Interact with several other departments of the IPC (Media and Communications, Finance & Corporate Services, and International Federations) throughout the programme to assure maximum impact.

The position will **report** to the Agitos Foundation Manager.

These are our **requirements**:

- At least one year working experience in an intercultural environment with International Sports/sport for development; working experience in a developing country would be an asset.
  - University degree or equivalent education in a relevant field.
  - Experience working with organisational development, capacity building programmes or with National Paralympic Committees or similar organisations would be an asset.
  - Strong organisational skills and proven record in international project management
  - Very good interpersonal and communication skills and proven record to work with colleagues, partners and programmes, ideally in different parts of the world.
  - Excellent verbal and written command of English
  - Very good verbal and written command of an additional language would be an asset
  - Be able to operate multitask in a fast changing environment under given deadlines.
  - Excellent use of Microsoft Office (Word, Excel, PowerPoint and Outlook).
  - Have a deep passion and a commitment to work for an international organisation with the understanding to contribute to a social change in society.
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How do I **apply**?

If you are interested and your qualifications meet our requirements, please send your CV and cover letter in English via e-mail to [Alexandra.Schnurr@paralympic.org](mailto:Alexandra.Schnurr@paralympic.org) (Human Resources Senior Manager). Please state the earliest possible starting date as well as your salary expectations (please give precise figures in EUR). The deadline for submissions is 31 March 2019.

**We especially encourage individuals with an impairment 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 Agitos Foundation and the Paralympic Movement on our websites [www.paralympic.org/agitos-foundation](http://www.paralympic.org/agitos-foundation) and [www.paralympic.org](http://www.paralympic.org).

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

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