

Vacancy:

## World Para Athletics Competition 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 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.

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The IPC offers the position of a **full-time World Para Athletics Competition Co-ordinator (f/m/x) as cover for a colleague on parental leave** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting **as soon as possible**.

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

- Managing World Para Athletics competition approval process and maintaining international sport calendar for World Para Athletics
- Managing competition results and World Para Athletics rankings lists, conducting quality control to the official publications and preparing relevant statistics and status reports
- Supporting the sport technical delivery of major Championships and Regional Games
- Co-ordinating international technical officials' appointments and monitoring performance of international technical officials
- Liaising with NPCs/NFs and other stakeholders on Para athletics competition related inquiries
- Co-ordinating strategic competition projects in developing regions



You should meet these **requirements**:

You should be an energetic, open-minded individual with a passion to work in a global sports organisation. Furthermore, you should

- Have a Bachelor's degree in Sports Management, Sports Administration or in an equivalent field
- Have working knowledge of Athletics on a national or 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

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Do you want to **apply**?

If you wish to apply to the position, please send your CV and cover letter in English and in the pdf format to [alexandra.schnurr@paralympic.org](mailto:alexandra.schnurr@paralympic.org) (IPC HR Senior Manager).

The deadline for submission is 31 May 2019.

The salary level for Co-ordinators at the IPC is between EUR 2,400 - 3,000 gross per month.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under [www.paralympic.org](http://www.paralympic.org). 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 look forward to your application!**