

You enjoy managing databases and have advanced Excel skills. You are organised, rigorous and speak English. Actively participating in the fight against doping in sport motivates you. Then read the detailed offer: it is probably for you.

World Athletics is the international athletics federation. Its role is to promote and develop athletics and to protect its integrity throughout the world.

World Athletics, Monaco based, is one of the international leaders in the fight against doping with more than 6000 doping control tests carried out each year. In April 2017, World Athletics launched an Athletics Integrity Unit (AIU) which is responsible for implementing the World Athletics testing programme worldwide.

The testing programme is at the heart of the AIU's anti-doping strategy. It mainly consists of doping control tests during competitions labelled World Athletics and out-of-competition tests carried out on a target group of more than 700 athletes representing more than 80 nationalities.

The AIU is looking for a Database Specialist Coordinator to support the Test Management Team:

- Administer the AIU retention and retest programme (Implementation of the AIU programme on a daily basis including: registration of samples, maintenance of the database, follow-up of re-test requests, organisation of sample transfer, liaison with the laboratories, liaison with the athletes if necessary).
- Assist the test team in the implementation of the AIU test programme for the second tier test pools (Collection of athlete information including competition schedules, review of competition registration lists, coordination with sample collection organisations and laboratories for the implementation of testing, reporting and statistics)
- Assist the out-of-competition testing team: maintenance of athlete profiles in the anti-doping administration database, manual entry into the new testing database, verification of doping control documentation entries, review of the content of doping control documentation

You must have:

- Exceptional organisational and coordination skills
- Excellent interpersonal skills
- Strong experience working on database environments (2-3 years)
- Advanced skills in Excel (pivot table, Vlookups, Hlookups, basic macros) and other data management tools (Power BI, Tableau)
- Ability to solve problems with multiple constraints, to think laterally and to propose creative solutions
- An interest in sports, preferably athletics

Associated with the following qualities: Total integrity, sense of confidentiality, autonomy and responsibility, rigour, commitment and precision in the implementation of all the tasks entrusted, highly motivated and resourceful to achieve the objectives set, keen sense of teamwork and team spirit.

English will be your working language and French and Spanish will be greatly appreciated.

World Athletics is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

To apply candidates should send the following in English emploi@worldathletics.org before 25/02/2022:

- Letter of application highlighting your motivation for the post and relevant experience
- Up-to-date curriculum vitae
- Details of current remuneration
- Names and contact details for three referees (referees will not be contacted until final interview stage)