

If you have outstanding organizational and coordination abilities, a customer service mindset And if you are autonomous and responsible, with a passion for athletics, this is a job for you !

World Athletics is the International Federation for the sport of Athletics. Its role is to promote and develop the sport of athletics as well as protecting its integrity worldwide.

World Athletics is one of the leading International Federations for the fight against doping. In April 2017, World Athletics launched an Athletics Integrity Unit (“AIU”), which is responsible for the implementation of World Athletics’ anti-doping programme globally.

With over 7000 tests conducted annually, the AIU manages one of the most comprehensive and universal testing programme of the sport movement. The AIU testing programme is two-fold: in-competition testing organised at World Athletics competitions and out-of-competition testing which consists of organising no-notice tests outside of competition periods, for a pool of up to 800 elite athletes, on the basis of whereabouts information that they have provided.

The AIU is looking for an Athletes Whereabouts Coordinator, Monaco based, who will be responsible for assisting athletes with their whereabouts obligations and for checking athletes whereabouts’ compliance with the relevant rules. The Whereabouts Coordinator will also help the Education team with specific content or sessions related to whereabouts and the out-of-competition testing programme in general.

Key responsibilities:

- Assisting athletes with their whereabouts obligations
 - Maintaining good level of engagement with athletes/representatives
 - Written communications to athletes
 - Advising athletes on whereabouts requirements
 - Advising and assisting athletes representatives
 - Setting-up ADAMS access for whereabouts filing

- Whereabouts review
 - Reviewing and checking whereabouts submissions for compliance
 - Proactive communication to athletes/representatives
 - Liaising with National Anti-Doping Agencies for coordination
 - Reporting Filing failures to case management team

- Administration, reporting
 - Compiling reports and statistics
 - Recording relevant information in tesing platform
 - ADAMS accounts maintenance

- Assisting with athletes whereabouts education/awareness
 - Assisting education team in creating specific content related to whereabouts requirements
 - Participating in webinars or information sessions
 - Organsining one-to one sessions with athletes/representatives

Skills and experience:

- Previous experience as customer relationships/service or similar profile
- Interest and good knowledge of Athletics (institutions, governance, competition organisation, relationships between stakeholders)
- Knowledge of Anti-Doping Rules and processes
- Ability to anticipate and resolve solve problems with multiple constraints, think laterally and offer creative solutions
- Excellent English, written and spoken.
- Good knowledge of database environnements
- Ability to create reports from database for analytical purposes
- Ability to prepare and compile statistics

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 30 April 2023

- 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)