



## **International Testing Agency (ITA)**

The ITA is an independent not-for-profit Swiss foundation, located in Lausanne (Switzerland). It provides anti-doping services to International sports Federations (IFs), Major Event Organizers (MEOs) and Anti-Doping Organizations (ADOs) that wish to delegate their anti-doping programmes to a body that implements high quality anti-doping programs with increased transparency and independence. The ITA operates in full compliance with the World Anti-Doping Code.

The ITA is now looking for a committed and passionate full-time (40 hours per week)

### **Anti-doping Assistant**

#### **Job description**

To support ITA's Testing Department's administrative tasks with a focus on athletes' whereabouts information and to assist in the coordination of the Out-of-competition Testing operations.

#### **Key responsibilities**

- Receive, process and organise testing paperwork
- ADAMS management (or other database as required): pull-out reports, cross-check and verify the accuracy of the data
- Report and document non-conformities
- Administer athletes' whereabouts information and provide support to athletes or athlete support personnel
- Liaise and coordinate with stakeholders involved in the programmes (anti-doping organizations, sample collection agencies, laboratories, etc.)
- General support in liaison with other ITA's functional areas as required
- Support the Testing Department's communication with the athletes' community
- Provide support for onsite administrative tasks during major sport events
- Assist the ITA through other projects as required

#### **Skills and experience required**

- Academic degree or equivalent
- Very good English written and oral communication skills, other languages are an asset
- Previous experience in a similar administrative role
- Strong interest and/or participation in sport, with a sensitivity to sports integrity and the issue of drugs and doping in sport
- Strong organizational and administrative skills with attention to detail, ability to set and manage priorities
- Customer service and quality oriented, Team-player and ability to work under pressure
- Ability to communicate effectively at all levels, combined with a strong sense of discretion and confidentiality and handling of sensitive and confidential data
- IT literate (MS Office, data management)

Start date: as soon as possible

Application deadline: **22 February 2019.**

Please e-mail your CV and cover letter to [recruitment@ita.sport](mailto:recruitment@ita.sport) and indicate in the email subject title "**Anti-doping Assistant**".

***This job description highlights the areas of activity of the employee, it does not intend to be exclusive or exhaustive and may be amended over time depending on the changing needs of the organization.***