



## **International Testing Agency**

The ITA is an international organisation constituted as an independent not-for-profit foundation based in Lausanne, Switzerland. It manages anti-doping programs for International sports Federations (IFs), Major Event Organizers (MEOs) and Anti-Doping Organizations (ADOs) that wish to delegate their anti-doping programs 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 Testing Department is now looking for a committed and passionate full-time (40 hours per week) for the position of:

### **Senior Testing Coordinator (Cycling Unit)**

#### **Job description**

Reporting to the Testing Manager of ITA's Testing Department Cycling Unit and supported by a team of 3, the Senior Testing Coordinator is responsible to manage the Testing Program in road cycling at the international level.

#### **Key responsibilities**

- Testing Pools Management for all riders of the Road Cycling Disciplines:
  - Provide suggestions for the composition of the testing pools
  - Coordinate inclusion, exclusion, retirement
  - Support Riders and Teams in their use of ADAMS
  - Follow-up submission of riders' whereabouts in ADAMS and team whereabouts
- Develop Test Distribution Plans (TDP) combining In-Competition (IC) and Out-Of-Competition (OOC) doping controls, assessing and considering various information and intelligence related to riders, teams, races, etc. in line with budget
- Manage and follow-up on the IC and OOC testing program
  - Ensure that the testing program complies with the applicable rules and requirements
  - Ensure the coordination with Doping Control Officers (DCOs), Sample Collection Agencies (SCAs) or National Anti-Doping Organizations (NADOs) to conduct the tests
  - Establish the calendar of races where testing should occur and manage testing at these events
  - Oversee the communication with the *Union Cycliste Internationale*, race organisers, National Anti-Doping Organisations and National Cycling Federations
- Manage incidents and claims; report incidents of non-recurring type to the Cycling Unit Management (Head of and/or Manager)
- Participation in the first evaluation for potential whereabouts failures
- Review when applicable the performances of the Sample Collection Agencies and Doping Control Officers
- Follow-up on relative invoices.

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

- Academic degree or equivalent
- Fluent in both French and English is a must, other languages are an asset
- At least 5-year professional experience in Anti-Doping
- Strong interest and/or participation in sport especially cycling, with a sensitivity to sports integrity and the issue of drugs and doping in sport
- Strong organizational skills, customer service and quality oriented, Team-player, can do attitude



- Ability to communicate effectively at all levels internally and externally with many external stakeholders, combined with a strong sense of discretion, confidentiality and handling of sensitive and confidential data
- IT literate (MS Excel in particular as well as other MS Office tools). Previous experience with ADAMS is an asset.

**Start date:** as soon as possible.

**Application deadline:** 5 October 2021.

Please e-mail your cover letter, CV and copy of diploma(s) to [recruitment@ita.sport](mailto:recruitment@ita.sport) and indicate in the email subject title "**Name First name / Senior Testing Coordinator**".

*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 organisation.*