



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 programs to a body that implements high quality programs with increased transparency and independence. The ITA operates in full compliance with the World Anti-Doping Code.

The ITA Regulatory Compliance Department is looking for one full-time (40 hours per week):

Regulatory Compliance Officer

Job description

Reporting to the ITA Head of Regulatory Compliance, he or she will be responsible for supporting the activities of the department, with a specific focus on the management of WADA-compliance procedures (CCQ, CAR, CAP, Audits, etc.) on behalf of ITA's partner International Federations and Major Event Organizers. He or she will assist the organization in ensuring continuous compliance with anti-doping regulations and contractual obligations.

Main responsibilities

- Assist in the management of WADA-compliance procedures and other compliance enquiries on behalf of International Federations and Major Event Organizers
- Assist in overseeing and monitoring ITA's compliance with regulatory and contractual obligations and provide advice and recommendations on potential improvements
- Design, revise and implement policies, protocols and operational procedures to ensure continuous compliance with the applicable anti-doping regulations and laws
- Record, process and investigate issues, complaints, non-conformities and other shortfalls in the delivery of anti-doping programmes
- Analyze the compliance risks involved in anti-doping operations
- Provide advice and assistance in the field of data protection and compliance with applicable data privacy laws, including the EU General Data Protection Regulation (GDPR)
- Revise compliance programmes as necessary to meet the changing needs of the organization
- Promote and strengthen the internal culture of compliance and ethics.

Skills and experience required

- Relevant university qualification (law, finance, business administration or a related field)
- 1-3 years of working experience in an equivalent role or with transferable skills
- Ability to read, analyse and interpret information as it pertains to compliance-related functions and regulations
- Knowledge of anti-doping regulations and/or previous working experience in compliance programs in the anti-doping field, are an absolute asset
- Knowledge of the sport and International Federations ecosystem is an asset
- Experience in managing ISO (e.g., 9001) compliance programmes is an asset
- Strong analytical and reporting skills
- Excellent computer skills (Word, Excel, Outlook) and perfect command of English
- Strong sense of service, ethics and confidentiality
- Good management of stress and great sense of priorities.

Start date: immediate or to be defined

Application deadline: 31 January 2022

Please e-mail your motivation letter and CV to recruitment@ita.sport and indicate in the email subject title "**Name First name / Compliance Officer**".

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.