



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

Testing Assistant (Cycling Unit)

Job description

The Testing Assistant is responsible to provide administrative support to the ITA Testing Department's Cycling Unit in its daily operations, with a focus on handling paperwork, invoices and data processing; to assist in Quality assurance and follow-up; to support other ITA functional areas as required. The role reports to a Testing Officer of ITA's Cycling Unit.

Key responsibilities

- Manage the administrative follow-up of doping controls (reports, invoices, expenses), including data entry and verification into ADAMS (Anti-Doping Administration and Management System), unsuccessful attempts, etc
- Organise the logistic around anti-doping in-competition controls on UCI competitions such World Championships, World Cups, etc.
- Organise out-of-competition controls, coordinate management of testing pools (inclusion, exclusion, etc)
- Communicate with key stakeholders (Doping Control Officers, national federations, and Event organizers)
- In collaboration with the Testing Officers and Management, plan and manage testing programs
- Gain strong knowledge on riders and teams (objectives, performances, etc) to help develop testing programs.

Skills and experience required

- Commercial CFC (E or M profile) or equivalent
- Fluent in both French and English is a must, other languages are an asset
- Previous experience in a similar administrative role
- Strong interest and/or participation in sport especially cycling, with a sensitivity to sports ethics and the issue of drugs and doping in sport
- Strong organizational and administrative skills with attention to detail, ability to set and manage priorities
- Ability to efficiently process big volume of information using computers and to stay focused while performing repetitive tasks
- Customer service and quality oriented, Team-player, can do attitude
- Ability to communicate effectively at all levels, 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: 31 January 2022

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