



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 Officer

based at our headquarters in Lausanne or who could work remotely as a consultant.

Job description

He or she is responsible to develop and implement an effective intel-led and risk-based testing programme on behalf of ITA's delegated IFs in line with WADA's International Standards and ITA's procedures. The role reports to a member of the Testing Management team.

Key responsibilities

- Develop, manage, and implement effective intel-led and risk-based testing programme on behalf of ITA's delegated IFs
- Manage IFs' testing pools and whereabouts related administrative processes
- Analyse data and provide rationale for the implementation of an IFs Test Distribution Plan (TDP) in accordance with the IF's Risk Assessment and WADA's International Standards; provide rationale for the TDP and propose revisions to achieve targets where appropriate
- Manage ADAMS and/or other databases as needed
- Liaise and collaborate with external stakeholders to improve the quality of the ITA's testing programme including National Anti-Doping Organisations, Laboratories, Sample Collection Agencies
- Work closely with the different ITA units (Testing, Intelligence & Investigations, Science & Medical, IT) on the day-to-day management of testing operations
- Provide support for the onsite anti-doping operations at Major Events
- General anti-doping troubleshooting in liaison with other ITA's functional areas
- Manage other projects or initiatives to improve the quality of the ITA's anti-doping program as required by the ITA.

Skills and experience required

- Academic degree or equivalent; experience in a similar administrative role with strong anti-doping knowledge is highly desirable
- Good knowledge of the International Sport Environment (e.g., IFs and ADOs)
- Strong interest and/or participation in sport, with a sensitivity to sports ethics and the issue of drugs and doping in sport
- Strong organisational and administrative skills with attention to detail, ability to set and manage priorities, customer service and quality oriented
- Capacity to work both independently and as part of a team
- Ability to communicate effectively at all levels, combined with a strong sense of discretion and confidentiality as well as handling of sensitive and confidential data
- Excellent English written and oral communication skills, other languages are an asset
- IT literate (MS Office, data management); experience of data analysis would be desirable.

Start date: as soon as possible

Application deadline: 24 May 2022

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