



International Testing Agency

The ITA is an international organization constituted as an independent not-for-profit foundation under Swiss Law. It is based in Lausanne, Switzerland and 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)

Major Events Project manager.

Job description

Under the supervision of the Head of Testing, coordinate Major Events anti-doping activities, liaise and coordinate with other stakeholders as MEOs, IFs, Organizing Committees, National Anti-Doping Organizations (NADOs) and laboratories. Manage all information relating to the summer and winter Olympic/Youth Olympic Games. Provide on-site support and oversee of Major Events anti-doping activities. Manage projects and carry out administrative tasks as required.

Key responsibilities

- Plan, manage and coordinate effective and comprehensive anti-doping programs for Major Events including summer and winter Olympic Games and Continental Games.
- Share information relating to OG/YOG with the IOC, as well as to the various sports and venues with relevant IFs.
- Liaise and coordinate for the preparation and the coordination of anti-doping programs and related activities with other stakeholders (MEOs, Organising Committees, National Anti-Doping Organisations and laboratories, experts, panel members, etc.).
- Manage ADAMS and/or other database as needed, as well as development and implementation of other Major Events specific applications.
- Develop and set up policies, operational protocols/manuals for Major Games and technical procedures applicable for each edition of the Olympic Games, in accordance with the international standards and development of other anti-doping material.
- Support the designing of Major Events test distribution plans in line with risk assessments.
- Master project management tools and methodologies, to drive the successful planning and implementation of the anti-doping programme.
- On-site support and oversee of Major Events anti-doping activities, Implement Major Events' best logistics management practices.
- Anti-doping troubleshooting in liaison with the other ITA functional areas and stakeholders.
- Carry out administrative tasks and manage other projects as required by the ITA.

Skills and experience required

- Bachelor's and master's degree in Sports Management, previous anti-doping and Major Events experience is a must.
- Ability of presenting, speaking to and being challenged by large and knowledgeable audiences.
- Good knowledge of the international and Olympic sport environment
- Excellent English written and oral communication skills, other languages are an asset.
- 5 years experience in a similar administrative role as part of a Major Event Organisation or as part as a Local Organising Committee or other sport organisations is an asset.
- Good knowledge of the service level and requirements for the doping control programme of Major Events is an asset.
- Good knowledge of the World anti-doping code and international standards applicable for major games is an asset.
- Collaborative, team player, positive, 'can do' attitude, ability to work under pressure in a sensitive environment.
- Strong organizational and administrative skills with attention to detail, ability to organise a master plan, implement it and set and manage priorities.
- Capacity to work both independently and as part of a team, contributing to the achievements of the ITA.
- Strong sense of discretion and confidentiality and handling of sensitive and confidential data
- IT literate (MS Office, data management, data analysis).

Start date: asap

Application deadline: 23rd November 2020

Please e-mail your CV and covering letter to recruitment@ita.sport and indicate in the email subject title "**Major Events Project manager**".

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.