

JOB DESCRIPTION

Title	CASE MANAGER
Status	Manager
Department/Unit	Athletics Integrity Unit
Activity rate	100%
Reports to	Head of Athletics Integrity Unit

Overview

The Case Manager is responsible for the daily follow-up of potential or asserted disciplinary matters reported to or identified by the Athletics Integrity Unit (“AIU”) and for the full enforcement of the procedures, timelines and regimes set out under the Integrity Code of Conduct and related documents.

The Case Manager is involved in investigations, legal analysis and policy decisions in relation with disciplinary matters and advises IAAF Member Federations.

The Case Manager is the liaison person for the AIU Review Panels and works closely with the External Counsel on disputes settlement or resolution, before the Independent Disciplinary Tribunal and CAS on appeal.

Key Relationships

Internally

- Head of AIU
- Lead Prosecutor

Externally

- AIU Anti-Doping review Panel
- External Legal Counsel
- World Anti-Doping Agency
- IAAF Member Federations
- National Anti-Doping Agencies

Main missions

Results Management & Investigations

- Follow-up of atypical analytical findings and profiles in close cooperation with the Athlete Passport Management Unit (APMU).
- Conducting preliminary verifications and follow-up of adverse analytical findings in strict accordance with the Integrity Code of Conduct and relevant regulations.
- Review and analysis of evidence in relation with non-analytical anti-doping rule violations.
- Organising/coordinating external consultation when required.

Disciplinary Procedure

- Initiating the various phases of the disciplinary procedure (written notifications, B analysis, provisional suspension, hearing process, decision review) on a timely basis.
- Providing legal analysis or seeking legal advice on the application of the Integrity Code of Conduct.
- Reviewing decisions, case files and applications from athletes (e.g substantial assistance)

Litigation

- Initiating and supervising appeals and settlements
- Referrals to AIU Review Panels
- Preparing notes and cases summary for Lead Prosecutor/External Legal Counsel
- Coordinating consultation of other external experts
- Enforcement of final decisions (prize money, disqualification of results...)

Reporting

- Reporting of doping-related matters to WADA on a regular basis/upon request
- Preparing case management statistics/reports

Role Competencies

- Legal background with previous experience in case management
- Sound knowledge of disciplinary or judicial procedures
- Fluent English especially in writing - other languages an asset
- Used to work under
- Capacity for analysis and summary
- Ability to analyse current work methods and propose simplified processes

Core Competencies

- A person of impeccable integrity
- Strongly motivated
- Rigorous and methodical
- Autonomous and responsible
- Strong sense of team work and team spirit
- Initiative and pro-activity

Please send your application to: roles@athleticsintegrity.org

Deadline to apply: **19th May 2017**