

JOB DESCRIPTION

Title	OUT-OF-COMPETITION TESTING COORDINATOR
Department/Unit	Athletics Integrity Unit
Activity rate	100%
Reports to	Head of Athletics Integrity Unit

Overview

The Out-of-Competition Testing Coordinator is responsible for the daily implementation of the Out-of-Competition Doping Control Programme by the Athletics Integrity Unit (“AIU”) on behalf of the IAAF, in accordance with the yearly Test Distribution Plan and strategies determined by the Athletics Integrity Unit’s Board and the regulatory framework defined by WADA.

The Out-of-Competition Coordinator is the point of contact for the service providers collecting, shipping and analysing samples on behalf of the Athletics Integrity Unit, as well as National Anti-Doping Agencies and WADA.

The Out-of-Competition Coordinator advises and assists in the improvement of current doping control programme and the development of new doping control strategies in-between competitions.

Key Relationships

Internally

- Head of the Athletics Integrity Unit
- Deputy Head

Externally

- Testing service providers
- National Anti-Doping Agencies
- WADA-accredited laboratories

Main missions

Registered Testing Pool (RTP)

- Assisting in establishing, publishing and maintaining the RTP in accordance with the criteria set out under the relevant Regulations
- Coordinating whereabouts collection and providing assistance to athletes for whereabouts filing in ADAMS.

Test Distribution Plan

- Advising on the annual Test Distribution Plan in accordance with the competition schedule, budget allocated, WADA’s TDSSA requirements and the testing strategies and policies determined by the Athletics Integrity Unit’s Board.

- Establishing a quarterly Individual Testing Plan in accordance with the athlete's status, his-her competition schedule, the risk assessment analysis conducted by the AIU, recommendations from the APMU and any other intelligence recorded at the AIU.

Implementation

- Identifying and liaising with key partners in the implementation of the AIU out-of-competition testing programme in the areas of sample collection, shipment and analyses.
- Issuing missions orders and following-up on tests requests in accordance with quarterly testing plan
- Liaising with NADOs/WADA for test coordination
- Issuing and updating instructions to sample collection personnel

Testing follow-up and Reporting

- Initial verifications with respect to non-compliances, incidents, potential anti-doping rule violations arising from the out-of-competition tests
- Support to the Case Management unit on initial phase of Whereabouts Failures evaluation
- Preparing quarterly and yearly statistics

Role Competencies

- Previous experience in doping control coordination required (minimum 2 years)
- Good time management ability
- Strong organisational skills
- ability to solve problems, think laterally and offer creative solutions
- some degree of IT literacy and the ability to handle electronic data
- Fluent English especially in writing - other languages an asset
- Capacity to adapt to local cultures and situations while maintaining high standards in AIU operations

Core Competencies

- Total integrity
- Autonomous and responsible
- Rigor, commitment and accuracy in implementing all entrusted tasks
- Strongly motivated and resourceful about achieving set goals
- Strong sense of team work and team spirit
- Initiative and pro-activity

Please send your application to: roles@athleticsintegrity.org

Deadline to apply: **26th May 2017**