

If you have an analytical mindset with excellent organizational skills, planning and coordination skills with the ability to prioritize competing requirements, strong drafting skills, rigor, commitment, and accuracy in implementing all entrusted tasks, excellent inter-personal skills, please join our amazing team!

The AIU is looking for a Compliance Programme Manager to structure and develop the compliance monitoring function within the AIU, including collecting and analysing relevant data and information, improving the control systems and evaluation process and methodology currently in place, advising and educating National Federations and reporting on breaches or non-conformities.

World Athletics is the International Federation for the sport of Athletics. Its role is to promote and develop the sport of athletics as well as protecting its integrity worldwide. In April 2017, World Athletics launched the **Athletics Integrity Unit (“AIU”)**, which is responsible for the implementation of World Athletics’ anti-doping and integrity programmes globally.

In 2019, World Athletics established a framework of anti-doping requirements for its 214 Member Federations, designed to ensure that strong and effective anti-doping programmes in Athletics are in place at domestic level and to create greater accountability of National Federations. World Athletics has asked the AIU to monitor, evaluate and report on National Federations’ compliance with their anti-doping obligations under World Athletics Anti-Doping Rules. Under this framework, National Federations are divided into three categories, subject to different requirements and different levels of monitoring, according to the risk they represent and their success in Athletics.

#### Key responsibilities:

- Collecting and analysing relevant information and data
  - Communication with National Federations (formal and informal) including notices and one-to-one meetings on a regular basis
  - Collection and compilation of data/information shared by Federations (reports) or from other sources (open-sources, other AIU teams, WADA...)
  - Centralizing and reviewing data/information collected
- Evaluation/reporting
  - Analysis of data collected
  - Managing evaluation process
  - Identification of breaches or non-compliance and follow-up action (immediate corrective action, report to Board)
  - Preparing evaluation report for **Board’s determination on Federations categorization**
- Systems/Framework
  - Identifying or supervising development of dedicated IT solution for assisting with evaluation process, dashboards and reports
  - Establishing scoring system and identifying relevant indicators for evaluation
  - Recommending changes and improvement to current methodology/framework
- Education and support to National Federations
  - Contributing to education content (website, **info sheets...**)
  - Organizing or participating to meetings with National Federations in relevant forums (webinars, seminars...)

- General and specific advice and guidance to National Federations on understanding the obligations and how to fulfill them
- Support to other teams/synergies with other programmes
  - Identifying synergies with other compliance or evaluation programmes (World Athletics, WADA, UNESCO, other International Federations, private initiatives)
  - Reports on specific Federations or topics upon request
  - Contribution to other **departments' reports**, reports to Board, World Athletics Council, **AIU's Annual Report**

#### Skills and experience:

- Previous experience of compliance monitoring or risk management, or any auditor or **coordinator's role** involving analysis, evaluation and reporting
- Previous work experience in an international environment and multicultural background
- Good understanding of regulatory frameworks and specific methodologies applied to compliance monitoring and risk management
- Interest and good knowledge of the sport movement in general (institutions, governance, competition organisation, relationships between stakeholders)
- Interest for other cultures and languages
- Excellent English, written and spoken
- Fluency in another language a plus
- Understanding of databases environments
- Ability to create reports/dashboards/templates for analytical purposes
- Ability to prepare and compile statistics

World Athletics is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

To apply candidates should send the following in English [emploi@worldathletics.org](mailto:emploi@worldathletics.org) before 5 November 2023

- Letter of application highlighting your motivation for the post and relevant experience
- Up to date curriculum vitae
- Details of current remuneration
- Names and contact details for three referees (referees will not be contacted until final interview stage)