



JOB ADVERT – Kenya Anti-doping Project Manager

If you are an experienced project Manager with good writing skills and a great communicator whatever the culture. And more than that you are of total integrity, rigorous and methodical, autonomous and responsible, with strong sense of team work and team spirit, excellent inter-personal skills, strongly motivated and resourceful about achieving set goals, pro-active, committed and reliable individual, with strong attention to details. If you are a strategic thinker, please join the Athletics Integrity Unit (AIU) of World Athletics and contribute to shaping the future of the most participated sport on the planet and the number one Olympic sport.

A Kenya Anti-doping Project Manager is wanted in Monaco for a 2-years contract!

World Athletics is the world governing body for the sport of Athletics. Amongst its core statutory missions, World Athletics must promote fair play and protect the integrity of Athletics. World Athletics is based in Monaco, has a staff of over 95 representing 26 different nationalities.

In 2017, the IAAF (today World Athletics) launched the independent Athletics Integrity Unit (“AIU”) whose role is to protect the integrity of Athletics through the worldwide implementation of robust integrity and anti-doping programmes. The AIU implements, on behalf of World Athletics, of the most comprehensive out-of-competition testing programme of the sport movement with more than 7000 tests conducted yearly. By enforcing the Integrity Code of Conduct, the AIU strives to ensure that athletics worldwide is not corrupt and that the best practices irrigate this sport.

The Kenyan government has agreed to increase funding to fight doping in Kenya by \$5 million per annum for the next 5 years. A Steering Committee has been formed between the AIU, ADAK, AK and the Kenyan government to oversee the development and implementation of the strategy for how these funds should be deployed.

The project requires a manager to support the steering committee and various working groups tasked by the steering committee with the development and implementation of the strategy. The initial contract is for 2 years, with the possibility of renewal based on project need.

The key responsibilities are:

- Support the Steering Committee in:
 - ✓ developing a strategic plan to address doping in Kenya using the funds dedicated by the Kenyan government and in line with the Resolutions of the National Anti-Doping Retreat (“Resolutions”)
 - ✓ overseeing and ensuring the successful implementation of the strategic plan
- Maintain a project plan to track roles, responsibilities, objectives and tasks and monitor performance against the project plan
- Support Working Groups formed by the steering committee in their delegated tasks, including strategy development and implementation of elements of the strategic plan
- Drafting of memoranda, reports, notes and minutes as required
- Assure alignment and co-ordination between the various Working Groups and the steering committee
- Draft reports to the Kenyan government, World Athletics Council and all relevant parties as instructed by the Steering Committee on the progress of the strategic plan
- Track timelines, tasks and ensure all deadlines are met
- Assist in maintaining the budget and accountability mechanisms for the expenditure of funds provided by the government in line with the relevant statutory provisions

We are looking for:

- Excellent writing skills with ability to organise complex ideas into structured, cohesive written form
- Excellent project management skills
- Excellent communicator across a range of personalities, positions, and cultures
- Strategic thinking

- 5 years working in project management or strategic development roles
- Anti-doping experience not essential

WA 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 before March 24th 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)