

Vacancy:

IPC Public Grants Co-ordinator (f/m/x)

The International Paralympic Committee (IPC) is a non-profit organisation based in Bonn, Germany and is the global governing body of the Paralympic Movement. The IPC owns and supervises the organisation of the Summer and Winter Paralympic Games, and serves as International Federation for 10 sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with disabilities from the beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

The IPC offers the position of a full-time IPC Grant Coordinator (f/m/x) at the IPC Headquarters in Bonn, Germany, starting 1 July 2019.

Key responsibilities:

- Support the Government Relations Manager in day-to-day activities
- Ensure the delivery of grant applications according to best practice and quality standards
- Monitor delivery of grant funded projects and provide administrative support (draft and update documents, maintain correspondence with Ministries and other public institutions, compile reports and analyses)
- Support the organisation of meetings and conferences

This job description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the organisation.



Competencies and qualifications:

- Undergraduate university degree Social Science or economics or equivalent
- Initial work experience in administrative environment, preferably with some grant management knowledge
- Excellent written and verbal communication skills in German and English
- Good interpersonal skills, professionalism and collegiality
- Ability to travel, mostly domestically, but may include trips within the EU
- Good knowledge of MS Outlook, Word, Excel and PowerPoint

How to apply:

If you wish to apply for the position, please send your CV and cover letter as pdf file in English to the IPC HR Senior Manager @ alexandra.muth@paralympic.org. Please indicate your earliest possible starting date.

Applications will be reviewed on a rotating basis.

The salary level for Assistants/Co-ordinators at the IPC is between EUR 2,400 - 3,000 gross per month.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org.

We are looking forward to your application!