

## **IBU Academy Project Assistant**

The IBU Academy Project Assistant will be responsible for the IBU Academy and other projects in the Development Department at an administrative level, including IBU Education and Research activities. The Project Assistant will be supervised by the Head of the Academy and supported by colleagues within the departments. **The role is limited to one year as it serves as a maternity leave replacement.**

### **Requirements for the role**

He/she must be enthusiastic about sports organizations/management, planning, research activities, and administrative work.

### **This role includes specifically:**

1. Support the IBU Academy and Development Department regarding planning, coordination, and communication about educational and research activities.
2. Support the Head of the Academy with mainly research activities like the Research Grant Programme, the Journal of Biathlon Coaching, and the University Cooperations.
3. Support the IBU Academy with the administration of educational activities like coach education courses, webinars and seminars, workshops, and other forms of education.
4. Ensure a well-organized administration and communication process with researchers, lecturers, experts, and learners within the educational and research activities.
5. Support the IBU Academy by publishing learning materials and information about research activities and other projects on the e-learning platform, on the website, and in other IBU channels.
6. Supports the IBU Academy in administrative and organizational tasks to optimize processes.

### **Personal attributes**

1. Team-oriented and capable of motivating people to work for a common goal in a positive environment.
2. Effective and open in communicating with others across multi-cultural boundaries.
3. Commitment to the role and strong work ethic.
4. Be flexible and adapt to changing circumstances.
5. Be able to develop their skills and seek advice from a variety of sources.

### **Candidates will:**

1. Have an understanding of organizational and administrative processes.
2. Have experience in planning, organizing, and coordinating projects.
3. Have communication skills and a basic understanding of relevant communication tools.

### **He/she needs to present:**

1. Experience in office administration and organizational tasks.
2. Knowledge in planning and process coordination with a strong ability to manage workflows efficiently.
3. Basic knowledge and understanding of sport science and research activities.

4. Experience in a team-oriented workplace.
5. Knowledge of the functions, operation, and mission of the IBU.

### **Language requirements**

Fluent in English (spoken and written).

A command of German/Russian is an asset but not required.

### **Location of the role**

International Biathlon Union (IBU), Sonystraße 20, 5081 Anif, Austria

### **Remuneration**

20 h Job (Part-time). A gross monthly salary for the period based on the Austrian Collective Agreement for Trade (Österreichischer Kollektivvertrag für Handel). The actual salary will reflect the candidate's qualifications and work experience.

### **Job start**

February/March 2025 – fixed-term position for 12 months.

### **Selection process and vetting procedure**

The Development Director and the Head of the Academy are responsible for appointing the IBU Development Project Assistant. The selection process will include one or more interviews, to be held in person and/or remotely at a time to be specified. To be selected for the role, a candidate must be 'Eligible', as defined in Article 26.2 of the IBU Constitution. The Vetting Panel will determine whether the candidates are 'Eligible' following a vetting process (as set out in Article 27 of the IBU Constitution and the Vetting Rules). Candidates (if selected) will be required to submit a duly completed 'Vetting Disclosure Form' for this purpose. The IBU Constitution, Integrity Code, BIU Rules, and Vetting Rules are available at <https://www.biathlonworld.com/downloads/>

### **How to apply**

Applications must be sent to the following address: [academy@ibu.at](mailto:academy@ibu.at) by no later than **31 January 2026** and must include the following information/documents:

1. A cover letter in which the candidate explains why he/she has applied for this particular position.
2. Full Curriculum Vitae.
3. A list of merits, if available.
4. A brief outline of potential management projects involved.
5. Salary expectations.