Founded on 14th April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

For its Sports Department, the UCI is looking for a:

**Road Assistant-Security (100%)**
**English-French**

**Mission:**
The Road Assistant will work in the Road Unit within the UCI Sports Department. They will assist and work directly with the Race Safety Manager to ensure that he is fully supported in his work. The Road Assistant will also be required to work transversally in the Road Unit supporting the other Managers to ensure that the key objectives are met.

**Main responsibilities:**

**Administrative tasks related to race safety and administration**
- Assistant in the planning and delivery of safety related training courses
- Process the administrative procedures related to race safety with our external service provider
  - Race incident database
  - Course evaluation
- Process race reports from Commissaires according to administrative procedure and send race evaluation report to Organisers
- Review and update the security part in the various publications and strengthen the communication around those publications
- Analyse race reports to determine if any require further action and suggest appropriate actions
- Analyse and identify relevant TV footage from the UCI VAR system in the scope of riders’ education, commissaires’ training, sports directors’ course. Ensure a smooth pathway for our external service provider is delivered (UCI VAR footage – race incident database)

**Disciplinary procedures**
- Compile case files for disciplinary procedures
- Assistant in the follow-up disciplinary cases with UCI Legal Department.

**Various other tasks**
- Review and proofread correspondence (primarily in English) of Road Unit
- Arrange meetings, travel, accommodation
- Along with other Road Assistants, answer emails received from stakeholders on a daily basis
- In addition, the Road Assistant will take part to various other missions within the UCI Road Unit related to administrative work or projects.
The Union Cycliste Internationale (UCI) has been EDGE Assess certified since 2019. EDGE certification is the leading global business certification standard for gender equality. The UCI is the first international sporting Federation to be EDGE Assess certified. Wishing to strengthen its status as a leader in this field, the UCI now aims to reach the next level of certification.

Profile:
- Holder of Commercial Apprenticeship certificate or equivalent
- In-depth understanding of cycling, former competitive cyclist is a key advantage for the position
- Fluency, written and spoken in English and French
- Good organisational skills in order to create and maintain administrative processes
- Good knowledge of the following software programs: Word, Excel, PowerPoint
- Any other language a plus

Start date: immediately or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application in English and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.