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:

**Sports Transversal Operations Manager (100%)**

*French-English*

**Mission:**
The Sports Transversal Operations Manager will be in charge of leading the Transversal Unit and its collaborators.

He/she will be in charge of developing and implementing in an efficient way the transversal tasks within the Sports Department, this with the objective to share best practices across disciplines and to deliver consistency towards our stakeholders.

The Sports Transversal Operations Managers will also lead the Commissaires’ Unit as well as deliver the annual UCI Cycling Gala.

**Main responsibilities**

*Lead the Transversal Unit:*
- Promote a constant exchange of information between the various disciplines
- Represent the Sports Department in various internal working groups
- Deliver the transversal Regulations
- Deliver the qualification systems for the Olympics, Youth Olympics and UCI World Championships
- Handle doping related suspensions, nationality changes
- Follow-up with the relevant Coordinator on the development of the DataRide moduls
- Handle the UCI International Calendars global instructions
- Handle Covid-19 protocols in collaboration with the UCI Medical Director
- Coordinate the various newsletters
- Optimize Sharing Platforms (UCI Sports Departments-UCI International Relations)
- Edit procedures for the transversal matters
- Coordinate the Sports Reports for the UCI Congress
- Coordinate the information for the UCI annual Report
- Coordinate the Gran Fondo events.

*Lead the Commissaires Unit:*
- Ensure the appointments for all disciplines
- Develop trainings for commissaires at all levels
- Coordinate the UCI Commissaires’ Commission
- Develop all activities around the commissaires.

*Lead and deliver the annual UCI Cycling Gala.*
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:**

- Higher-education degree or equivalent
- Strong knowledge of cycling
- At least 5 years of experience in similar roles and levels of responsibility
- Perfect command French and English (spoken and written)
- Excellent command of the Microsoft Office suite (Word, PowerPoint, Excel)
- Excellent organisational skills, attention to detail and ability to manage several projects at the same time
- Team player who is able to build strong relationships with both colleagues and external partners, in an international environment
- Strong sense of integrity, dynamic and motivated
- Ability to work under pressure and to meet tight deadlines.

**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 and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.