

Founded on 14<sup>th</sup> 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.

To support its Sports Department, and for a maternity leave replacement, the UCI is seeking an :

## **Off-Road Assistant (50-80%)**

**English-French**

**Fixed-term contract 6 months – 01.03.2021-31.08.2021**

### **Mission:**

In your capacity as Off-Road Assistant, you will play an essential role within the Sports Department.

Under the responsibility of the Off-Road Manager, you will be in charge of the administrative tasks of the sector (Mountain Bike, BMX Racing, BMX Freestyle, Cyclo-cross and Trials) and support its various activities by actively participating in its coordination.

### **Main responsibilities:**

- Assist the Off-Road Manager as well as the different Coordinators of the sector in their daily activities
- Ensure the administrative management of the Off-Road sector :
  - Management of correspondence and ad hoc requests
  - Process of expenses
  - Preparation of documents for the Management Committee and the Commissions
- Organise various seminars and meetings taking place by videoconference
- Ensure administrative follow-up of the calendars for all Off-Road disciplines
- Ensure administrative follow-up of the UCI rules for the Off-Road disciplines
- Ensure the registration and the administrative follow-up of teams
- Ensure the management of accommodation and transport related to the organisation of the UCI World Cups and UCI World Championships for the different Off-Road disciplines

### **Profile:**

- Holder of Commercial Apprenticeship certificate or equivalent
- Minimum 3 years' experience as an assistant in an international French-English environment
- Perfect command of French and English with excellent writing skills in both languages
- Proficient in MS Office
- Very good organisational skills
- Thorough, motivated and honest
- Autonomous but with a good team spirit
- Strong interest in sport and more specifically in cycling

**Start date :** 01.03.2021

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](mailto:job@uci.ch).



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.