

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.

The UCI is seeking a

Road Assistant (100%) French-English

Mission :

The Road Assistant will assist and work directly with the Road Manager Organisers and Calendar to ensure that he is fully supported in his work and that administrative objectives of the Road Unit within the UCI Sports Department are met.

Main responsibilities :

Monitoring road races on the international calendar

- Process race reports from Commissaires and/or Technical Advisors and/or Continental Advisors according to administrative procedure and send race evaluation report to Organisers
- Analyse race reports to determine if any require further action and suggest appropriate actions
- Summarize key aspects of race reports into a database to best adapt action plan of UCI Technical Advisors on races
- Analyse and identify relevant TV footage from the UCI VAR system in the scope of riders' education, commissaires' training, sports directors' course
- Process Commissaires' expenses and infringements' forms in collaboration with Finance

Disciplinary procedures

- Carry out investigations relating to incidents or accidents on races
- Compile case files for disciplinary procedures
- Follow-up disciplinary cases with UCI Legal Department
- Draft correspondence to Organisers

Various other tasks

- Review and proofread correspondence (primarily in English) of Road Unit
- Arrange meetings, travel, accommodation
- Update the schedule of Technical Advisors and perform related administrative tasks (expenses forms, budget, letters, ...)
- 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

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