Capacity Building Manager

Bonn, Germany
Full time (40 hr. per week)

iNADO is the international member body for National Anti-Doping Organisations (NADOs) and the largest international network of experts in anti-doping.

iNADO supports 67 Member NADOs (government or sport funded organisations) in increasing their capacity to adopt and implement anti-doping rules detailed by the World Anti-Doping Code incl. to promote and implement anti-doping education, collect samples, conduct investigations, manage test results, and conduct hearings at the national level. Find out more about the mission and activities of iNADO [here](#).

iNADO is currently seeking a Capacity Building Manager to join our team in Bonn as soon as possible. The Capacity Building Manager will report to the CEO. This position is one of three full time positions and the main driver of supportive services for our members.

Your main tasks will be:

**Monitoring of Anti-Doping Organisations and Policy**

- To understand and evaluate the context in which our members operate (anti-doping rules and practices)
- To identify strengths and weaknesses of our members and to formulate concrete needs
- To identify the skills and resources available within our members or other organisations

**Development and Coordination of supportive Activities for Members**

- To design, develop, and facilitate consultations and workshops, seminars and webinars and other types of group activities for our members
- To produce written materials such as; manuals, guidelines, position papers and analyses, summaries of conferences and scientific research, training documents (Q&A’s, Infographics, etc) or any other visual outputs
- To lead communities of practice: creating and coordinating groups of experts of different functional areas of anti-doping who will support iNADO in sharing best practices and can act as consultants

**Continuous Engagement with Members**

- To build strong relationships with our members and other organizations
- To help staff of our members incorporate best practices into their day to day work
- Monitor and report progress achieved
- Where appropriate, involve other members or external organizations (e.g., World Anti-Doping Agency, International Sport Federations, etc.)
Requirements

Minimum Qualifications

- Higher education degree in political or social science, economics, international development or another relevant field
- Relevant working experience in a member body association, governmental agency, non-profit institution, NGO, union or in the education sector
- Experience working in an advisory or coordinative function in an international/multicultural environment
- Experience in producing guiding documents, position papers, reports or learning materials
- Excellent command of English
- Ability to work independently and creatively
- Excellent communication and interpersonal skills.
- Strong critical & problem-solving thinking
- Ability to prioritise, respect deadlines and assume responsibilities
- Flexibility to travel and from time to time to work outside regular office hours

Desired Assets:

- Advanced level (C1) of other languages such as French or Spanish
- Experience in international cooperation and/or development projects
- Experience in project management, methods and technology
- Knowledge of policy design and policy process at international level
- Experience in qualitative and/or quantitative research
- Interest in international sport policy

What we offer

- A dynamic position in international sport policy with the possibility to create and impact
- A young and motivated team with direct communication lines
- A competitive salary in Germany
- Company ticket for public transportation
- Flexible start and finish times

The contract is limited to one year with the possibility of extension. Please send your complete application documents (CV, motivation letter and references) including your salary expectations as well as your earliest starting date to jorge.leyva@inado.org by January 31st, 2020.

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