

Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para-Equestrian Dressage, Eventing, Driving and Para-Equestrian Driving, Endurance, Vaulting and Reining. It establishes the regulations and approves equestrian programmes for Championships, Continental and Regional Games as well as the Olympic & Paralympic Games.

The FEI promotes equestrianism in all its forms and encourages the development of the FEI equestrian disciplines throughout the world, keeping the welfare of the horse at the heart of all activities.

Today, the FEI has 134 member National Federations and there are over 3,700 international events annually, including a number of FEI Championships and global FEI series. Over 90,000 riders and horses are registered and women and men compete as equals.

Over 85 FEI staff are working in the FEI's headquarters in Lausanne, ensuring the sport continues to grow and flourish, the rules are enforced, the results are processed, the international calendar is managed, and that the very values that are at the core of equestrian sport are safeguarded and promoted.

The FEI is looking for a **Statistics Administrator** in its Veterinary Department for a maternity leave replacement **from July to December 2017**. The ideal candidate will work at 60%. The position is based in Lausanne.

Purpose of the Role

The FEI Veterinary Department works across all sports disciplines. The person will provide general administrative support to the Department and will be mainly responsible for the follow-up of worldwide veterinary reports and producing summary statistics on diverse veterinary issues.

Key Responsibilities

Limb sensitivity, Pony measuring and other veterinary issues

- Process data from forms, produce summary statistics on diverse veterinary issues and present statistics
- Planning, logistic and administrative support to FEI Officials for FEI pony measuring and limb sensitivity and follow-up of reports and issues

General Administration

- Provide general administrative assistance to the Department
- Help in the organization of FEI meetings and other ad hoc meetings

Position Requirements

- Bachelor Degree or equivalent
- Administrative experience required (5 years minimum)
- Fluent in English, spoken French is a plus
- Excellent command of MS Office with a proficient level of Excel
- Strong organizational skills
- Ability to work well within a team and meet deadlines
- Experience and knowledge of equestrian sports is a plus

If you are interested in this temporary mission, please send your complete application to recruitment@fei.org by 21 April 2017.