

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 new team member (Data and Online Platforms Administrator) with 100% rate of activity in its IT Department. The position is based in Lausanne and the start date is ideally on **16 January 2017**.

## **Purpose of the Role**

The FEI IT Department provides online tools for National Federations, Event Organisers and other stakeholders in regards to the management of equestrian sport at international level.

As part of the IT Support Team, you will provide general administrative support to all stakeholders in the use of different FEI online platforms and tools. In addition, you will build reports based on data extracted from the FEI Database and make them available to end users. You will work together with other FEI Departments on a regular basis as well as communicate with external stakeholders such as National Federations and Organising Committees to assist them with their day to day work.

The FEI IT Department is vital for the daily workflow of international equestrian sport. As a team member, you will be able to bring new ideas and help us to improve services provided to the equestrian community.

## **Key responsibilities:**

### **General administrative support**

- Provide general support to different stakeholders on the use of the IT platforms
- Provide support in regards to FEI Registrations and FEI Passports
- Carry out testing of new developments on our IT platforms
- Ensure data quality in the FEI Database
- Provide general administrative support to the IT Department

**Data extraction and data analysis**

- Gather and analyse internal and external reporting needs
- Extract required datasets by writing SQL queries
- Build and maintain KPI data

**Position Requirements:**

- Strong knowledge in SQL scripting, querying and database structure
- Good knowledge in data reporting
- Excellent knowledge of Microsoft Office suite (in particular Excel)
- Fluent in English, spoken French is a plus
- Rigorous and meticulous
- Ability to work well within a team, under pressure and meet deadlines
- Experience and knowledge of sport (equestrian sports is a plus)
- Previous professional experience is preferred
- Developer profile or IT Technical background is a plus
- Knowledge of Business Intelligence and statistical analysis tools is welcomed

*If you are looking for an exciting and challenging opportunity, please send your complete application to [recruitment@fei.org](mailto:recruitment@fei.org) by Monday 9 January 2016.*

*Applicants shall receive a feedback by 31 January 2017.*