



Programmes, Results & Youth Olympic Games Administrator, Jumping Department

Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para Dressage, Eventing, Driving and Para 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.

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 136 members of National Federations and there are over 4,500 international events annually, including a number of FEI Championships and global FEI series. Over 120,000 athletes and horses are registered and women and men compete as equals.

Over 95 FEI staff are working in 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 **Programmes, Results & YOG Administrator** with 100% rate of activity for its Jumping Department. The position is based in Lausanne and is **available immediately**.

Purpose of the Role

Reporting to the Director Jumping, the successful candidate will provide general administrative support to the Jumping Department and will be mainly responsible of the Programmes, Results & the Youth Olympic Games.

Key Responsibilities

Draft schedule process

- Follow-up of draft schedules and liaison with National Federations;
- Responsible for obtaining competition results; and
- Establish prize money distributed for each event.



Rankings

- Validate and publish rankings on a monthly basis; and
- Reply to various queries related to the Longines Rankings.

Others

- General coordination of the Youth Olympic Games;
- In coordination with the IT Department, follow-up of unregistered riders and horses and take the necessary actions to run disqualification process; and
- Provide general administrative support to the department.

Position Requirements

- International administrative experience required (3 years minimum);
- Fluent in English (written and spoken);
- Experience of equestrian sports essential;
- Excellent command of MS Office;
- Rigorous and meticulous; and
- Ability to work well under pressure and meet deadlines.

You will be working in first class facilities, downtown Lausanne, accessible from public transportation within minutes from Lac Léman. We will be happy to present you other benefits we offer.

If you meet the position requirements, **We want you!** We are a dynamic Sports Federation and would gladly receive your application at recruitment@fei.org by **05 May 2021**.