

Role Profile 003 BIU

JOB TITLE: Anti-Doping Coordinator
LOCATION: Salzburg, Austria (preferably)
REPORTING TO: Prevention Manager
CONTRACT: maternity leave representation (2 years), full-time

Overview of Biathlon Integrity Unit

The Biathlon Integrity Unit (BIU) is operationally independent from the governing body of biathlon and is managed by the Head of the BIU who reports to the Integrity Board.

The purpose of the BIU is to protect the integrity of biathlon from all forms of corrupt practice, including performance enhancement through doping and betting-related activities.

The remit of the BIU is to combat the threat of corruption, primarily through prevention, investigation and prosecution.

Job Description and Requirements

Through effective stakeholder engagement and robust management of anti-doping processes, the BIU Anti-Doping Coordinator will protect integrity within the sport of biathlon and the wider sporting community by:

- Plan, manage and coordinate effective and comprehensive testing programs (including testing pools and whereabouts administration).
- Design and implement Test Distribution Plans in line with Risk Assessments.
- Manage ADAMS and/or other databases as required.
- Liaise and coordinate with other stakeholders involved in the programmes (anti-doping organisations, laboratories, testing agencies, experts, panel members, etc).
- Take part to anti-doping educational initiatives as required.
- Provide support for the onsite anti-doping operations at major events.
- Manage other projects as required by the BIU.

Anti-Doping Coordinator - Entry Criteria:

- Academic degree or equivalent.
- Previous experience in a similar administrative role (anti-doping experience is an asset but not essential).
- Good knowledge of the International Sport Environment.
- Strong interest and/or participation in sport, with a sensitivity to sports ethics and the issue of drugs and doping in sport.
- Strong organisational and administrative skills with attention to detail, ability to set
- Capacity to work both independently and as part of a team, contributing to the achievements of the BIU.
- Ability to communicate effectively at all levels.
- A strong sense of discretion when handling sensitive and confidential data.
- Fluent in English (Essential); German language desirable but not essential.
- IT literate (MS Office, data management).

This role will involve overseas travel and work, often during evenings and weekends, therefore a flexible approach will be required.

Salary and Benefits

Salary on request

Core working hours: 38.5 hours per week

5 weeks annual leave plus bank holidays

Selection process and vetting procedure

The selection process will include one or more interviews, to be held in person and/or remotely at a time to be specified.

To be selected for the role, a candidate must be 'Eligible', as defined in Article 26.2 of the IBU Constitution. The Vetting Panel (made up of the three independent members of the BIU Board) will determine whether the candidates are 'Eligible' following a vetting process (as set out in Article 27 of the IBU Constitution, and in the Vetting Rules). Candidates (if selected) will be required to submit a duly completed 'Vetting Disclosure Form' for this purpose.

The IBU Constitution, Integrity Code, BIU Rules, and Vetting Rules are available at:
<https://www.biathlonworld.com/downloads/>.

How to Apply

Applications must be sent to the following address info@biathlonintegrity.com by no later than 31. March 2026 and must include the following information/documents:

- A curriculum vitae with contact details including address (work and home), telephone numbers(including mobile), and email address;
- A letter of application (of 1-2 pages) explaining why the candidate is applying for the role and addressing the key selection criteria;
- Contact details for three referees and (if available) reference letters from each of those referees (it is the candidate's responsibility to ensure that referees are willing to provide a reference when contacted by any member of the selection team); and
- The earliest date that the candidate could start in the role, giving consideration to any time needed for notice requirements, relocation, and/or visa requirements (if applicable).

The BIU is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.