



# Anti-Doping Assistant

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## Job information

Division / Unit: Integrity & Regulatory / Anti-Doping

Contract type: Permanent

Start date: 08.01.2024

Location: Nyon

## Main goal

The Anti-Doping Assistant helps the UEFA Anti-Doping unit to deliver a high-quality anti-doping programme in European football.

## Key responsibilities

Accurately processing therapeutic use exemptions (TUEs) in collaboration with the UEFA TUE Committee:

- Helping athletes and their team doctors to submit a complete TUE application
- Carrying out an administrative review of the TUE application
- Securing and providing the TUE application and other required information to the TUE Committee
- Informing the athlete, their doctor and other stakeholders of the TUE Committee's decision
- Reviewing, monitoring and reporting on TUEs

Coordinating the UEFA sample storage programme:

- Liaising with laboratories and transport companies to ensure efficient and secure delivery of samples to long-term storage

Support with the delivery of the UEFA anti-doping testing programme:

- Distributing negative test results to clubs/national associations in good time
- Coordinating the logistics of doping control kits (with suppliers and laboratories), forms and uniforms for DCOs
- Assisting with the delivery of intelligent testing, including the development of dashboards and targeting of players
- Processing of invoices on eProc
- Managing data quality in ADAMS
- Coordinating data upload between FAME and ADAMS (API) including the creation of ADAMS IDs
- Accurately entering test data into ADAMS (when necessary);
- Helping to ensure the integrity of the weekly whereabouts submissions by implementing robust data quality checks

Support for the delivery of the UEFA anti-doping education strategy

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Other tasks:

- Handling the logistics of the DCO candidates' workshop, DCO seminar, Anti-Doping Panel meetings, etc.
- Producing reports and statistics
- Handling other general administration as required by the Anti-Doping team

## Profile

Experience required:

- Experience in a similar role

Education:

- Bachelor's degree or equivalent qualification

Languages:

- English / Proficient
- Additional languages would be an asset, particularly French and German

Additional requirements:

- MS Office / Advanced
- Interest in anti-doping and football
- Experience with Tableau would be useful
- Excellent written and spoken communication skills
- Very thorough with a good attention to detail
- Strong sense of integrity
- Excellent team player
- Discreet and committed

