INTERNATIONAL
SAMBO FEDERATION

Assistant to Administration, Anti-Doping and Sustainability

General Coordination and Administration

- Manage administrative tasks, reports, correspondence and communications related to FIAS general administration, sustainability, anti-doping and institutional activities.
- Draft, prepare and follow up on official documents, reports, decisions, correspondence and supporting materials for FIAS Executive Committee Meetings, Congresses and other statutory meetings.
- Coordinate communication and cooperation with National SAMBO Federations, International Sports Federations, international organisations and external stakeholders.
- Organise and follow up on FIAS Headquarters meetings, including the preparation of agendas, meeting materials, minutes and related documentation.
- Coordinate FIAS Headquarters human resources administration, including internships, holidays, leaves and other office-related matters.
- Liaise with external suppliers and service providers to ensure the efficient functioning of the FIAS Headquarters.
- Support the organisation and administration of FIAS sporting events, international meetings and official visits.
- Coordinate FIAS Headquarters delegations attending international events, including travel arrangements, accommodation, logistical requirements, office setup and stakeholder invitations.

Support to the FIAS Chief Executive Officer

- Manage the CEO's schedule, including agenda updates, meeting coordination, appointments and international travel arrangements.
- Provide daily administrative and organisational support to the CEO, including the management of correspondence, emails, telephone communications and official documentation.
- Prepare and coordinate official correspondence and letters delegated by the CEO and the President's Office.
- Organise meetings involving the CEO, including the preparation of agendas, briefing materials,

Anti-Doping and Clean Sport

- Coordinate and support the implementation of FIAS anti-doping policies, programmes and administrative procedures in accordance with the World Anti-Doping Code and applicable international standards.

FIAS / International SAMBO Federation
Head office

Maison du Sport International
Avenue de Rhodanie 54
Ch-1007 Lausanne, Switzerland
Tel.: 0041-21-601-7014
Fax: 0041-21-601-7016
swissoffice@sambo-fias.com
www.sambo.sport

FIAS / International SAMBO Federation
President's office

13, Novoluzhnetskiy proezd
119048, Moscow
Russian Federation
Tel.: +7 (495) 411-61-37
Fax: +7 (495) 411-61-38
info@sambo-fias.com
www.sambo.sport

- Maintain regular communication and cooperation with the World Anti-Doping Agency (WADA), the International Testing Agency (ITA) and other relevant anti-doping organisations.
- Support the coordination and administration of FIAS anti-doping testing programmes in cooperation with the ITA and other relevant service providers.
- Coordinate anti-doping education and awareness programmes for athletes, coaches, officials, National Federations and athlete support personnel.
- Support the organisation of anti-doping webinars, educational seminars, workshops and other clean sport initiatives.
- Prepare anti-doping reports, correspondence, administrative documentation and materials required by international organisations and FIAS governing bodies.
- Coordinate communication with National Federations and relevant stakeholders concerning anti-doping obligations, educational requirements and clean sport initiatives.

Sustainability and Social Responsibility

- Coordinate the development, implementation and monitoring of FIAS sustainability policies, strategies, action plans and programmes.
- Prepare comprehensive sustainability reports, progress assessments and supporting documentation covering the Federation's environmental and social responsibility initiatives.
- Monitor FIAS commitments and progress under international sustainability frameworks, including the UN Sports for Climate Action Framework and Sports for Nature.
- Initiate, develop and coordinate sustainability projects in cooperation with athletes, National Federations, international organisations, NGOs and external stakeholders.
- Monitor the implementation of sustainability objectives, evaluate progress and propose improvements to existing policies and activities.
- Coordinate communication and promotional activities highlighting FIAS sustainability achievements and social responsibility initiatives.

Support to FIAS Commissions

- Provide administrative and organisational support to FIAS Commissions, particularly the Athletes' Commission and the Medical and Anti-Doping Commission.
- Perform secretarial duties for designated FIAS Commissions, including meeting coordination, agenda preparation, minutes, correspondence and follow-up on decisions.
- Prepare official documents, reports, proposals and supporting materials for Commission meetings and activities.
- Maintain regular communication with Commission Chairs, members, FIAS management and relevant external stakeholders.

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- Coordinate Commission activities, projects and initiatives in cooperation with FIAS Headquarters and

Required Qualifications and Competencies

- University degree or relevant professional experience in administration, international relations, sports management, sustainability, communications or a related field.
- Experience in administrative coordination, project management and cooperation with international organisations.
- Knowledge of international sports governance and the operations of International Sports Federations.
- Understanding of anti-doping principles, the World Anti-Doping Code and the roles of WADA and ITA.
- Familiarity with sustainability frameworks and environmental and social responsibility initiatives within the international sports movement.
- Experience in preparing official correspondence, institutional reports, policies, strategies and meeting documentation.
- Strong organisational and multitasking skills, with the ability to manage several projects and priorities simultaneously.
- Excellent written and verbal communication skills and the ability to interact effectively with international stakeholders.
- Ability to work independently, demonstrate initiative and maintain a high degree of accuracy and confidentiality.
- Proficiency in English; knowledge of Russian and French would be an advantage.
- Strong computer literacy, including Microsoft Office applications, document management systems and digital collaboration tools.
- Professionalism, reliability, attention to detail and the ability to work effectively in an international and multicultural environment.
- Completion of recognised anti-doping education programmes, such as WADA training courses or the ITA International Clean Sport Educator (ICSE) Programme, would be an advantage.

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