Attn: ORADO
PO Box 798
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orado.org

Position Description

Job title	Doping Control Program Manager	**Location**	Suva, Fiji with regular travel
Job type	Full time	**Closing**	Sunday 19 March 2023
Duration	Fixed term April 2026	**About ORADO**	www.orado.org
Contact	Chief Executive Officer, Alister Stevic alister@oceanianoc.org		

Primary objective

ORADO's vision is to be a relevant and valued partner in the promotion and protection of clean sports in Oceania. We support sixteen Pacific member countries (National Anti-Doping Organisations, NADO's) with anti-doping activities.

Key duties and responsibilities

The primary responsibilities of the Doping Control Program Manager include:

1. Managing anti-doping strategies in accordance with the World Anti-Doping Code
2. Developing strategies to strengthen cooperation between ORADO and member NADO's
3. Assisting member NADO's with their Anti-Doping requirements under the World Anti-Doping Code including building their capacity to operate independently
4. Fostering mutually beneficial relationships between ORADO and our key partners including; the World Anti-Doping Agency, Drug Free Sport New Zealand, Sports Integrity Australia, Regional Anti-Doping Organisations and the Oceania National Olympic Committees
5. Managing the doping control program budget
6. Managing in and out of competition testing programs
7. Providing oversight of ORADO's Therapeutic Use Exemptions, Whereabouts and Results Management programs

Selection criteria

Essential Criteria

1. Demonstrated planning and organisational skills
2. Demonstrated ability to operate with limited supervision, to multi task and meet deadlines
3. Demonstrated ability to prioritise workloads in a fast-changing environment
4. Present information in a clear, concise and confident manner
5. Must have experience effectively managing projects/programmes on time and within agreed budget
6. Easy to get along with and strive as part of a diverse, multi-cultural team
7. Computer literate in MS Office
8. Satisfy criminal history check and working with children clearances
9. Must be legally entitled to work in Fiji.

Desired Criteria

1. Experience working in anti-doping is desired but not essential. Applicants with experience in sports administration, government, policing and sports science are strongly encouraged to apply
2. Ability to produce high quality written reports
3. Capacity to prepare and deliver presentations
4. Ability to be discrete and maintain confidential information
5. Exceptional attention to detail

Approved: March 2023 Alister Stevic, Chief Executive Officer