UIPM

JOB OFFER: UIPM EVENTS ASSISTANT

Location: Monaco (UIPM Headquarters)
Start Date: Immediate
Contract Type: Full-time
Application Deadline: 31 Aug 2025

The **Union Internationale de Pentathlon Moderne (UIPM)** is looking for a dynamic and experienced **Events Assistant** to join its team at the Monaco Headquarters. This is an exciting opportunity to play a central role in delivering and supporting UIPM's top-tier competitions and development programs across the globe.

About the Role

As **Events Assistant**, you will support the planning, execution, and administration of UIPM competitions and related events. You will work in close collaboration with Local Organizing Committees (LOCs), internal UIPM departments, National Federations, and international stakeholders, ensuring the professional delivery of events in accordance with UIPM's standards and strategic objectives.

Key Responsibilities

Competition & Event Operations

- Support the full cycle of UIPM competitions (Olympic Games, World Championships, World Cups, Continental Games, and Obstacle events)
- Facilitate the preparation of bid processes, competition calendar, invitations, and LOC coordination
- Assist in managing competition results, rankings, and qualification systems
- Implement and update competition rules and regulations in collaboration with relevant committees

Strategic Collaboration & Stakeholder Engagement

- Support UIPM Committees and Commissions (Technical, Equipment, Masters, Coaches, etc.)
- Collaborate with other UIPM departments (Development, Marketing, Anti-Doping, Media & Communication)

Education & Development

- Contribute to the UIPM Educational Programmes and related content creation

Administration & Reporting

- Ensure accurate documentation of reports, calendars, and official communication
- Assist in the preparation of internal and external meetings

Requirements

Education & Certification

- A Bachelor's degree is required (preferably in a sport-related field)
- A Master's degree is an asset (ideally in Sports Management or a related discipline)

Experience

- Minimum 2 years of relevant experience in international sports event management
- Experience in Pentathlon is highly preferred; experience in multi-sport competitions is also considered an advantage
- Recently retired athletes or those in career transition are welcome and encouraged to apply

Skills & Attributes

- Strong project management and organizational skills
- Excellent written and verbal communication in English (fluency in other languages is a plus)
- Proficiency in MS Office and Adobe Suite
- Ability to multitask under pressure in a multicultural environment
- Cross-cultural sensitivity and strong interpersonal skills
- Passion for Olympic sports and commitment to UIPM's mission

Other Requirements

- Willingness to travel extensively and work flexible hours, including weekends
- Willing to relocate to Monaco

How to Apply

Please send your **CV** and a **cover letter** in English to uipm@pentathlon.org by **30 Aug 2025.** Only shortlisted candidates will be contacted for interviews.

Join a dynamic and forward-thinking team at the heart of the Olympic movement and help shape the future of Pentathlon and its new disciplines!