

JOB DESCRIPTION AND SPECIFICATION

Entity: Jamaica Anti-Doping Commission

JOB TITLE:	Whereabouts and TUE Officer
JOB GRADE:	GMG/AM 2
POST NUMBER:	263446
DEPARTMENT:	Technical Services
REPORTS TO:	Senior Director, Technical Services
MANAGES:	N/A

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

July 2021
Date Created/revised

Job Purpose:

The Whereabouts and TUE Officer is required to maintain the Whereabouts Information system through the Anti-Doping Administration and Management System (ADAMS) database and to assist the Technical Services Director with registration of all National and International level Jamaican athletes. The Officer is also required to track the whereabouts activity of all athletes within the ADAMS database for every sport and manages the Therapeutic Use Exemption (TUE) Programme.

Key Outputs

- Manages the whereabouts programme in accordance with WADA's International Standard for Testing and Investigations (ISTI) and any relevant and applicable Guidelines.
- Manages the TUE process in accordance with WADA's International Standard for Therapeutic Use Exemptions (ISTUE).
- Monitors whereabouts compliance Report
- drafting of statistical reports.
- Update TUE in ADAMS

Key Responsibility Areas:

1. Whereabouts Programme

- Provides statistical report from ADAMS regarding athletes whereabouts compliance
- Coordinates the athlete whereabouts program ensuring appropriate communication is developed and delivered to athletes in the RTP.
- Ensures proper monitoring and tracking of whereabouts submission.
- Manages all necessary communication with athletes, coaches, sport federations, international federations, laboratories and WADA including use of ADAMS
- Manages all communication with athletes regarding whereabouts filing

2. Doping Control Databases and Statistical Reports

- Assist with the development of the national athlete pool and registered testing pool
- Provides monthly updates on the Registered Testing Pool (RTP) for the Commission's website
- Monitors and incorporates WADA requirements for statistical reporting.

3. Therapeutic Use Exemption (TUEs)

- Manages the processing of TUE applications and any other processes defined by WADA's International Standard for Therapeutic Use Exemptions (ISTUE).
- Coordinates follow-up with athletes, the athlete's physician, or others as appropriate and required.
- Coordinates physicians and membership of TUEC.
- Manages TUE application files, and related documentation.
- Ensures appropriate reporting requirements are adhered to with WADA and relevant international federations through ADAMS.
- Maintains and recommends improvements to JADCO's Anti-Doping Programme particularly in relation to TUEs.
- Keeps the Director, Technical Services and the Executive Director informed of emerging issues.

4. Administrative Responsibilities

- Acts as DCO/Chaperone when required.

- Ensures that all correspondences from athletes, athletes support personnel, national and international sports organization are reviewed and addressed
- Acts as site manager/JADCO representative and oversees doping control testing missions (in-competition and out-of-competition) as required.
- Any other duties assigned

Performance Standards

All work must be conducted in accordance with the following standards:

- The World Anti-doping Code
- The Jamaica Anti-Doping Rules (JADCO Rules)
- The Anti-Doping in Sport Act
- All World Anti-Doping Agency mandatory International Standards
- All World Anti-Doping Agency mandatory Technical Documents
- World Anti-Doping Agency Guidelines as relevant and applicable
- Any relevant and applicable Jamaican legislation

Internal and External Contacts:

- International and national athletes
- World Anti-Doping Agency (WADA) representatives
- National Anti-Doping Agencies (NADOs) representatives
- International Federations (IFs) representatives
- Sample collection personnel: Doping Control Officer (DCOs), Blood Collection Officers (BCOs) and Chaperones.
- National Federations representatives
- Athletes Support Personnel
- Physicians
- Students

- WADA-accredited laboratories

Special conditions associated with the job:

- local travel may be required.
- Working outside of regular work hours may be required, including some weekend work.

Required Competencies

- Sound command of the English Language and the ability to communicate effectively, both orally and in writing.
- Professional conduct, sound judgment, excellent interpersonal skills and the ability to build effective working relationships.
- Strong organization skills, time management skills, and the ability to coordinate and manage multiple priorities.
- Team player with the ability to work independently.
- Research capability and the ability to create and edit written material.
- Proficiency in MS Office suit and other computer applications.

Minimum Required Education and Experience

- Diploma in Administration, Management or Sport from a recognized tertiary institution
- Two (2) years' experience working in an administrative position
- Knowledge of the Jamaican sport system and doping control programs is an asset.