

## CAREER OPPORTUNITY

The Jamaica Anti-Doping Commission an agency of the Ministry of Culture, Gender, Entertainment and Sport invite applications from suitably qualified persons to fill the full-time position of **Whereabouts and Therapeutic Use Exemption Officer (GMG/AM 2)**, in the Technical Division.

### **Job Purpose**

Under the general direction of the Director, Technical Services the incumbent 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 Responsibilities**

The duties and responsibilities **include but are not limited to the following:**

- Provides statistical reports from ADAMS regarding athletes whereabouts compliance.
- Coordinates the athlete whereabouts program ensuring appropriate communication is developed and delivered to athletes in the RTP.
- 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
- 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.
- 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.
- Acts as site manager/JADCO representative and oversees doping control testing missions (in-competition and out-of-competition) as required.

### **Mandatory Attributes**

- 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.

### **Special Conditions**

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

### **Minimum Qualifications 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.

Applications accompanied by resumes should be submitted **NO LATER THAN**  
**September 2, 2022** to:

**Executive Director  
Jamaica Anti-Doping Commission  
1 Ballater Avenue  
Kingston 10**

**Email: [execdirector@jadco.gov.jm](mailto:execdirector@jadco.gov.jm)**

**Further details of the post may be obtained from the HRMA Division and the Website of  
the Jamaica Anti-Doping Commission.**

**We thank all for responding, however only shortlisted applicants will be contacted.**