

Job Posting (3/2023)

Job Title: Director

Location: New Delhi

General Description

This is a lead management position requiring the services of a competent person capable of facilitating delivery at both National and International levels.

Specific Duties

- Provide leadership to the whole organisation and support the staff in the delivery of their roles.
- Take responsibility for the management of day to day operations:
 - Implement, drive and deliver the plans to ensure success in line with agreed outcomes in the governance and development of fencing.
 - Oversee the conduct and management of National competitions.
 - Oversee the participation of Indian fencers in international competitions.
 - Drive, prepare, and implement educational programme for the advancement of coaching and officiating in India.
 - Prepare Annual Plans and Reports.
 - Oversee the work of various Committees/ Commissions.
 - Personnel Management.
 - Oversee Database Management, Office Administration and Record Keeping.
 - Monitor and guide, PR, social media and communication.
 - Ensure good governance and financial responsibility through the use of appropriate and efficient systems, procedures and controls and compliance with ethical governance, financial, legal and statutory regulation, best practice and obligations.
 - Report on progress to the Management and identify and report on areas of concern as required.
- Build and manage effective relationships and work with stakeholders including IOA, FIE, FCA, Government/ MYAS, SAI, NADA, State/ UT Fencing Associations, etc. to ensure delivery of the required outcomes designated.
- Keep abreast of developments and initiatives in fencing internationally and advise the Management about it.
- Attend meetings where FAI requires representation.
- Be a good ambassador for the FAI at all times.
- Any other projects, tasks or responsibilities as and when required that might be required for effective and quality operation of the FAI, and assigned by the Management from time to time.
- This job description is not to be regarded as exclusive or exhaustive.

Qualification and Skills

- MBA/ Master's Degree specialised in Sports Management.
- More than ten years of professional experience including a minimum of six years of experience working in sports organisation(s).
- Experience working abroad in international organisation(s).
- Possess advanced knowledge and experience of the requirements associated with National Sports Federations.
- Should have held senior management position in a sports organisation for more than two years.
- Proven record of liaison and network with key stakeholders in sports.
- Strong command of English language. Command of Hindi.
- Strong command of Word, Excel and PowerPoint.

Organisational and Personal Skills

- Excellent oral and written communication skills.
- Team-oriented and experienced in dealing with people at all levels of an organisation.
- Able to work analytically and strategically.
- Ability to manage complex and stressful situations often involving multiple stakeholders.
- Ability to handle a heavy workload.
- High level of awareness, including updates on international sports.
- Drive to implement organisational change and continuous improvement.
- Keen sense of confidentiality.
- Integrity, diplomacy and discretion.

To apply for this role

- Send your CV together with copies of certificates (education, professional experience, and last salary certificate) and a formal letter of application outlining your suitability to fai.secgen@gmail.com on or before 5pm on Friday, 31 March 2023; and
- Provide the name and contacts of two references.

**Only Candidates drawing a salary of less than INR 16 lakhs PA may apply*

Selection Process

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for an interview and who will be required to produce original documents authenticating the information submitted in their application. The date of interview will be advised to the short-listed candidates in due course.