

Job Posting (1/2023)

Job Title: Sports Manager

Location: New Delhi

General Description

This is a position requiring the services of a competent person capable of facilitating the delivery of various aspects of sports administration.

Specific Duties

- Take responsibility for the management of day to day operations:
 - Notification of competitions. Co-ordinate with Members & Units for participation in competitions. Manage the Entries.
 - Manage and monitor the technical conduct of competitions in India.
 - Oversee the management and logistics of Indian fencers participating in official international competitions.
 - Work on grassroots development of the sport. Monitor high-performance programmes.
 - Initiate and implement educational programmes for the advancement of coaching and officiating in India.
 - Liaise with SAI and MYAS for timely submission of proposals/ reply to queries, approvals and reporting.
 - Maintain liaison with NADA and ensure anti-doping awareness and compliances.
- 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.
- More than five years of professional experience including a minimum of two years of experience working in sports organisation.
- Possess advanced knowledge and experience of the fundamental requirements associated with National Sports Federations.
- 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 6 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.