

Job Description – Administration Director

The Fencing Association of India (FAI), the recognised National Sports Federation for fencing in India, invites applications for the position of **Administration Director**. The Administration Director will provide overall leadership and operational direction to the federation and will be responsible for administration, governance, athlete development, international coordination, and strategic execution.

1. Position

Administration Director

Based in **New Delhi**

2. Educational Qualifications

Essential:

- Postgraduate degree from a recognised institution (2-year programme) after completing a 3-year or longer undergraduate degree.

Desirable:

- MBA / Master's in Sports Management
- Master's in Public Administration
- PhD in Management, Sports Sciences, or related fields

3. Work Experience

Essential:

- Minimum **10 years of total professional experience**, including **at least 5 years in a senior managerial or leadership role**, in one or more of the following:
 - Sports administration
 - Government departments
 - Public or private sector organisations
 - International or multinational organisations
 - Consulting/project management

Desirable:

- Minimum **5 years of experience within sports systems**, preferably with:
 - National Sports Federations (NSFs)
 - Sports Authority of India (SAI)
 - Ministry of Youth Affairs & Sports (MYAS)
 - Olympic sports programmes

- Experience coordinating with international bodies such as FIE and FCA

4. Roles & Responsibilities

A. Governance & Strategic Leadership

- Implement policies in line with the National Sports Code, FIE, FCA, and FAI's constitution.
- Lead medium- and long-term strategic planning for fencing development in India.
- Support and advise the Executive Committee in policy execution.

B. Administrative Management

- Oversee the day-to-day functioning of the Federation.
- Establish SOPs for events, national camps, athlete logistics, and administrative workflows.
- Supervise staff and ensure professional management standards.

C. Coordination with Government & Stakeholders

- Liaise with MYAS, SAI, MEA, MHA, IOA, state associations, and international federations.
- Manage proposals, approvals, documentation, and official communication.

D. Athlete Development & High-Performance Management

- Oversee national coaching camps, athlete training plans, and scientific support systems.
- Work with High Performance Directors, coaches, and support teams to enhance athlete pathways.

E. Event & Competition Management

- Administer national championships, selection trials, and domestic competitions.
- Lead operational planning for international events in India, including FCA Championships, World Cups, and Grand Prix tournaments.

F. Financial Oversight

- Prepare annual budgets and ensure transparent utilisation of funds.
- Oversee accounts, audits, and statutory financial compliance.

G. Sponsorships, Partnerships & Communication

- Develop commercial partnerships, sponsorships, and collaborations.
- Oversee media, PR, branding, website, and digital communication strategies.

H. Athlete Welfare & Compliance

- Ensure compliance with anti-doping rules, safe sport guidelines, and grievance redressal mechanisms.
- Promote fairness and transparency in selection and athlete support.

5. Skills & Competencies

- Strong leadership and organisational skills
- Excellent communication and stakeholder management
- Knowledge of sports governance, government processes, and Olympic sports systems
- Financial management and analytical capability
- Integrity, professionalism, and decision-making skills
- Proficiency in multiple languages, including but not limited to English, Hindi, Russian, German, Spanish, or other international languages, will be an added advantage.

6. Reporting Structure

The Administration Director will report to the **Secretary General** and work in coordination with the **President** and the Executive Committee of FAI.

7. Application Procedure

Eligible candidates may send their applications along with a detailed CV to:

Email: secgen@fencingindia.org

Subject Line: *Application for Administration Director – Fencing Association of India- [Full Name]*