

## **Job Title: IT Manager**

**Location:** New Delhi

**Organisation:** Fencing Association of India (FAI)

**Joining:** Immediate

### **General Description**

The IT Manager will be responsible for managing and strengthening the digital, data, and information systems of the Fencing Association of India. The role focuses on data management, digital record-keeping, certification systems, official communications, and technology support for federation operations, athletes, coaches, referees, and stakeholders.

### **Key Responsibilities**

#### **1. Data Management & Digital Systems**

- Manage the Document Management System (DMS) and ensure secure storage, retrieval, and archiving of federation records.
- Maintain and regularly update the FAI website data, including athlete records, officials, circulars, results, and announcements.
- Prepare monthly IT and data reports for internal review and statutory requirements.

#### **2. Fencing & Stakeholder Data**

- Maintain and periodically review centralized databases of:
  - Registered fencers
  - Coaches
  - Referees
  - Training centres and academies
- Support data accuracy for national rankings, selections, camps, and international entries.

#### **3. Certificate & Letter Management**

- Manage certificate generation and validation, including:
  - Player participation certificates
  - Coach and referee certifications
  - Camp and seminar certificates
- Handle verification and validation of old certificates and respond to certificate-related queries.
- Assist in issuing official duty letters, accreditation letters, and confirmations as required.

#### **4. Email & Communication Management**

- Manage and monitor official FAI email accounts as assigned.
- Ensure proper routing, tracking, and archiving of official correspondence.
- Support coordination with SAI, MYAS, IOA, FIE, FCA, State Associations, and other stakeholders through digital communication.

## 5. IT Support & Compliance

- Ensure data security, backups, and compliance with basic IT and data protection standards.
- Support the smooth functioning of IT systems during competitions, camps, seminars, and meetings.
- Assist in integrating digital tools for registrations, reporting, and federation operations.

## Qualifications & Experience

- Bachelor's or Master's degree in IT / Computer Science / Information Systems / Data Management or a related field.
- Minimum 1-3 years of relevant professional experience, preferably in sports organisations, federations, or large institutions.
- Experience with databases, document management systems, and website CMS platforms.

## Skills & Competencies

- Strong knowledge of data management and documentation systems.
- Proficiency in MS Excel, Word, cloud storage tools, and email systems.
- Ability to manage confidential and sensitive data with accuracy and discretion.
- Good written communication skills.
- Organized, detail-oriented, and capable of handling multiple tasks simultaneously.
- Ability to work closely with administrative, technical, and sports teams.

## Reporting

- The IT Manager will work closely with the Sports Managers and support the Secretary General's office as required.

## Application Procedure

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

**Email:** comm@fencingindia.org

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