



ADMINISTRATIVE MANAGER

OFFICIAL JOB DESCRIPTION

FENCING INDIA | CAREERS

JOB TITLE	Administrative Manager
LOCATION	New Delhi
ORGANISATION	Fencing Association of India (FAI)
JOINING	Immediate

1.

GENERAL DESCRIPTION

The Administrative Manager will be responsible for overseeing and coordinating the national-level administration and operations of the Fencing Association of India. The role involves liaison with government bodies, sports authorities, national stakeholders, and member units to ensure smooth conduct of domestic competitions, programmes, and governance-related activities. The position supports the strategic implementation of policies and programmes at the national level.

2.

KEY RESPONSIBILITIES

1. Liaison with SAI, MYAS & ACTC

- Coordinate Annual Calendar & Training Calendar (ACTC) matters.
- Liaise with the Sports Authority of India (SAI) and the Ministry of Youth Affairs & Sports (MYAS) for:
 - Submission of proposals
 - Approvals and sanctions
 - Follow-ups and reporting
- Assist in the implementation and monitoring of ACTC programmes.

2. Anti-Doping & Compliance

- Maintain liaison with the National Anti-Doping Agency (NADA).
- Ensure anti-doping awareness programmes, compliance, and reporting.
- Coordinate anti-doping education during camps and championships.

3. Coordination with IOA, Members & Units

- Coordinate with the Indian Olympic Association (IOA) and State/UT Associations for:
 - Olympic-related events
 - National games
 - Multi-sport events and activities

4. Khelo India Programmes

- Handle Khelo India-related communications and operations, including:
 - Notifications of Khelo India competitions and activities
 - Coordination of entries with Members & Units
 - Conduct and monitoring of Khelo India events
 - Issuance and management of Khelo India certificates
- Draft and manage official emails and replies related to Khelo India.

5. National Championships & Domestic Competitions

- Coordinate notification, planning, and conduct of National Championships.
- Liaise with host organisers to:
 - Monitor preparations
 - Oversee technical and administrative readiness

- Ensure compliance with competition guidelines and timelines.

6. Development & Education Programmes

- Assist in the development of fencing in India through:
 - Educational programmes
 - Grassroots initiatives
 - Coach and referee development activities

7. Committees & Governance Support

- Provide administrative assistance to:
 - Selection Committee
 - High Performance Committee
 - Other FAI committees and commissions
- Assist in governance matters of FAI and its Member Units.

8. RTI & Information Compliance

- Coordinate with Public Information Officer (PIO).
- Ensure compliance with Right to Information (RTI) requirements.
- Maintain records and documentation for transparency and governance.

3.

QUALIFICATIONS & EXPERIENCE

- Bachelor's or Master's degree, preferably in Sports Management / Public Administration / Management or a related field.
- Minimum 3–5 years of relevant experience, preferably with:
 - National Sports Federations
 - Sports authorities
 - Large sports organisations

4.

SKILLS & COMPETENCIES

- Strong understanding of sports administration and governance.
- Excellent coordination and stakeholder management skills.
- Strong written and verbal communication abilities.
- Ability to manage multiple programmes, deadlines, and stakeholders.
- High level of integrity, discretion, and organisational discipline.
- Ability to work independently and under pressure.

5.

APPLICATION PROCEDURE

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

Email: comm@fencingindia.org

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