



SPORTS ADMINISTRATION EXECUTIVE

OFFICIAL JOB DESCRIPTION

FENCING INDIA | CAREERS

JOB TITLE	Sports Administration Executive
LOCATION	New Delhi
ORGANISATION	Fencing Association of India (FAI)

1.

GENERAL DESCRIPTION

The Sports Administration Executive will support the day-to-day functioning of the Fencing Association of India across administrative, operational, and coordination tasks. The role requires a proactive, organised, and detail-oriented individual capable of assisting in the delivery of various aspects of sports administration and athlete support programmes.

2.

SPECIFIC DUTIES

Competition & Programme Support

- Assist in the notification of national and international competitions and coordinate with State/UT units and member associations for participation.
- Support the management of entries and ensure timely documentation for competitions.
- Assist in coordinating logistics for Indian fencers participating in domestic and official international competitions.
- Maintain records of competition schedules, entries, and results.
- Support grassroots development initiatives and high-performance monitoring activities.

Administrative & Technical Support

- Assist in the organisation and technical management of competitions held in India.
- Help coordinate coaching, refereeing, and educational programmes for sport development.
- Provide support in documentation, data compilation, and report preparation for SAI, MYAS, IOA, FCA, FIE, and other stakeholders.

Coordination & Communication

- Liaise with SAI and MYAS for proposal submissions, approvals, and responses to queries.
- Maintain coordination with NADA for anti-doping awareness and compliance.
- Assist in communication with State/UT Associations, athletes, coaches, and officials.
- Support stakeholder management with IOA, FIE, FCA, government agencies, vendors, and partners.

Monitoring & Research

- Track international updates, rules, and developments in fencing and submit briefs to management.
- Maintain updated records of athletes, rankings, training programmes, and event statistics.

General Duties

- Assist Management during meetings, events, and official representations.
- Uphold FAI values and act as a responsible representative of the federation.
- Undertake any additional tasks, projects, or responsibilities as assigned by Management.
- Understand that this job description is not exclusive or exhaustive and may evolve based on organisational needs.

3.

QUALIFICATION & SKILLS

Essential:

- Bachelor's Degree in any discipline.

- 1–3 years of professional experience, preferably in sports administration, event management, or project coordination.
- Strong command of English; working knowledge of Hindi.
- Proficiency in MS Word, Excel, and PowerPoint.

Desirable:

- Master's Degree (preferably in Sports Management / MBA).
- Experience working with National Sports Federations or government sports bodies.
- Knowledge of fencing rules, competition formats, and international structures (FIE, FCA).

4.**ORGANISATIONAL & PERSONAL SKILLS**

- Excellent oral and written communication skills.
- Strong interpersonal skills; ability to work with diverse stakeholders.
- Organised, detail-oriented, and capable of multitasking.
- Ability to work under pressure and manage time-sensitive tasks.
- An analytical mindset and the ability to work strategically under supervision.
- High level of professionalism, integrity, and confidentiality.
- Positive attitude and willingness to learn and adapt.

5.**APPLICATION PROCEDURE**

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

Email: comm@fencingindia.org

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