

## Manager Cricket Administration

### Responsibilities :

- Carrying out administrative duties, using systems and processes relevant to cricket operations
- Ensuring administrative systems, processes and databases related to cricket operations are efficient and well managed
- Undertaking or commissioning research and collating, mapping and monitoring data
- Supporting colleagues to encourage and develop cricket at local, regional, national or international level
- Support the administration and effective running of the Development and High Performance Programme
- Ensure that reports as necessary are produced on time and are up to date

### Skills :

- A strong interest in sports and an awareness of the issues affecting the sports industry
- Good IT and administrative skills and a high level of attention to detail
- A high degree of self-motivation and a drive for change and improvement
- The ability to build and maintain effective relationships and to communicate well with a variety of people
- Good planning,organizing,time management skills and team player
- The ability to work well in a team, in a dynamic and customer-focused environment

### Qualifications and Experience :

- 10 years senior level experience in an administration, strategy and planning in a reputed private organization or the military
- Or
- 5 years senior level experience in an administration, strategy and planning in a reputed organization with a degree in Business,management,sports science or sports management
- Cricket playing experience in domestic / international level and/ or experience in sports administration will be an added advantage

An attractive and negotiable remuneration package with other fringe benefits will be offered based on qualifications, experience and competence

All applicants should forward their applications to [vacancies@srilankacricicket.lk](mailto:vacancies@srilankacricicket.lk) along with the names of two non-related referees within 7 days from the date of this advertisement.