

Coordinator - International Cricket Department

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket

Main Job Responsibilities:

- Coordination and implementation of all SLC policies related to international Cricket under the directions of Head of International Cricket (HOIC)
- Coordinating International Inbound and Outbound tour related activities with member countries and associates. Coordination of Junior tours with corresponding boards with advice of HOIC
- Liaising with the Marketing Department and briefing them on yearly planned activities
- Maintain a daily diary for activities
- Formulating yearly event/Program calendar
- Assist HOIC in formulating budgets for Inbound and Outbound International tours
- Attend to any other duty as directed/requested/required by the SLC

Required Qualifications and Experience:

- A Degree/Diploma in the selected field or discipline
- Excellent communication skills in both oral and written English plus Sinhala are mandatory (Exceptional letter writing skills in English is essential)
- Strong Computer literacy (MS excel, word and power point) and should be tech-savvy
- People management skills
- Knowledge of the game and experience in cricket related administration work would be an added advantage
- Should be prepared to work long hours and possibly on holidays

An attractive and negotiable remuneration package with other benefits await the right candidate

All applications should forward to vacancies@srilankacricket.lk along with the names of two non-related referees within 7 days from the date of this advertisement

*Please mention the post applied for on the subject line of the email