



VACANCY NOTICE

Title: General Secretary

Vacancy End Date: 22 November 2020

Vacancy Type: Full-time

Qualifications: Sports or Business Administration Degree plus 4 year(s) experience, Diploma plus 6 year(s) experience or GCE O' Level and 10 years of proven sports or administration experience in a leadership position.

Remuneration: Rf 20,000

Summary

The General Secretary (GS) is responsible for administering the organization, working under the leadership and guidance of the President of the Cricket Board of Maldives (CBM) and the general authority of the Executive Committee of the CBM. The GS will work with clubs, players, coaches, umpires, and fans to deliver the plan and objectives set forth in the CBM strategic plan, annual plans and other key performance indicators. The GS will liaise with partners and stakeholder and ensure compliance and develop partnerships. This person must have the strategic capabilities of a visionary leader with the ability to fulfill short-term needs like building a team, implementing plans and long term vision to work for the expansion and growth of cricket in the Maldives.

Responsibilities

- Under the guidance of the President provide overall leadership in administering Maldives Cricket while building a staff and operations team to support the needs of Maldives Cricket
- Assist with developing and implementing Maldives Cricket mission, vision, values, and strategic priorities
- Provide support to ensure the successful functioning of the Executive Committee, including the preparation for meetings, record keeping and follow-up of Committee decisions.
- Provide support to ensure the Executive Committee can dispense its constitutional obligations of holding AGMs, SGMs etc. by preparing for such meetings according to set procedure
- Implement the Maldives Cricket human resource plan including hiring, developing, and motivating full-time and part-time staff in support of the strategic priorities
- Maintain Maldives Cricket domestic and international obligations to ensure existing budgetary contributions and where possible work with partners to increase Maldives Cricket operating budget

 @Maldives_Cricket

 CricketBoardOfMaldives

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- Under the guidance of the President act as the primary spokesperson and contact point for Maldives Cricket
- Support in setting priorities for revenue generation and resource allocation to meet strategic priorities
- Lead organisational compliance with the policies and procedures of the National Sports Council, National Sports Commission and International Cricket Council (ICC) & Asian Cricket Council (ACC)
- Provide insightful leadership in developing programs with the Executive Committee, other relevant committees and staff while executing plans and policies as authorised by the Executive Committee
- Maintain a working knowledge of significant developments and trends around global and domestic cricket from the past, present, and foreseeable future
- Build and maintain effective relationships with Maldives Cricket strategic partners including Ministry of Youth, Sports and Community Empowerment, National Sports Council, Commissioner of Sports, MOC, Government bodies, the ICC, ACC and other national federations
- Build and maintain effective relationships with member clubs and cricketing community sponsors, donors, members, etc.
- Build and maintain effective partnerships with sponsors and donors and lead commercial strategy towards increasing revenue for Maldives Cricket
- Negotiate complex commercial transactions including media rights and sponsorship agreements
- Ensure Maldives Cricket holds itself to the highest standards operationally and commercially
- Oversee a strategic plan to grow and enhance the game of cricket in the Maldives
- Other duties and projects assigned by the President and the Executive Committee

Qualifications

- Sports or Business Administration Degree or similar plus 4 year(s) experience, Diploma plus 6 year(s) experience or GCE O' Level with 10 years of proven sports or administration experience in a senior leadership role
- Demonstrated ability to grow revenues and/or fundraise while building confidence and growing a membership base
- Proven success in effectively leading, building, managing and motivating staff
- Skilled written and oral communicator on all levels along with the ability to liaise with the Executive Committee, domestic partners and international partners.
- Proven understanding of financial management skills, including budgeting, planning, and administration
- Ability to perform and provide clear decision-making leadership while juggling multiple responsibilities.
- Strong work ethic with a track record of delivering results in high pressure situations
- Strong interpersonal communication skills with the ability to establish and maintain relationships at the grassroots and senior executive levels.
- Must have a collaborative, team-oriented management style that engages volunteer leadership
- Must possess an entrepreneurial and visionary mindset with the ability to implement solutions that realistically embrace aspirational goals
- Working knowledge of cricket and the international cricket scene and governance structure is preferred
- Candidates must be willing to travel, work evenings, weekends, and holidays as required

If interested in applying for this post, please forward your CV, and copies of academic certificates to info@maldivescricket.org by email before 2.00pm on Monday, 22 November 2020 (9am GMT)