



## Job Posting (2/2020)

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Job Title: Executive Director/ Chief Executive Officer

Location: B-29, Qutub Institutional Area, New Delhi – 110016

### General Description

This is a lead management position requiring the services of a competent person capable of facilitating delivery at both National and International levels.

### Specific Duties

- Provide leadership to the whole organisation and support the staff in the delivery of their roles.
- Prepare plans and policies of the IOA.
- Take responsibility for management of day to day operations: – Implement, drive and deliver the plans to ensure success in line with agreed outcomes – Oversee Games management and logistics of Indian teams – Guide and oversee the execution of Olympic Solidarity activities and other partner programmes – Oversee the work of various IOA Committees/ Commissions – Prepare Annual Plans and Reports – Co-ordinate cases and legal matters – Personnel Management – Drive, prepare and implement Athlete support, and Olympic cultural and educational programmes – Liaise with and support the Committees bidding for international events in India – Office Administration and Record Keeping – Manage sponsorship, marketing, hospitality, ticketing, broadcasting and other commercial aspects – Monitor and guide, PR, social media and communication – Ensure good governance and financial responsibility through the use of appropriate and efficient systems, procedures and controls and compliance with ethical governance, financial, legal and statutory regulation, best practice and obligations – Report on progress to the Management and identify and report on areas of concern as required.
- Build effective relationships and work with stakeholders including IOC, OCA, CGF, CAS, ITA, WADA, Organising Committees of Games, International Olympic Academy and Olympic educational Institutes, Government/ MYAS, SAI, NADA, National Sports Federations, State Olympic Associations, National Games Organising Committees and Commercial Partners to ensure delivery of the required outcomes designated.
- Introduce best practices activated in other National Olympic Committees.
- Keep abreast of developments and initiatives in sport and Olympic movement and advise the Management about it.
- Attend meetings where IOA requires representation.
- Be a good ambassador for the IOA at all times both nationally and internationally.
- Any other projects, tasks or responsibilities as and when required that might be required for effective and quality operation of the IOA, and assigned by the Management from time to time.
- This job description is not to be regarded as exclusive or exhaustive.

### Qualification and Skills

- MBA/ Masters Degree with sports major.
- Have sound knowledge and familiarity working on governance, policy and legal matters.
- More than twelve years professional experience. Demonstrable experience of leading and managing multi-disciplinary functional elements of an organisation.
- Possess advanced knowledge and experience of the fundamental requirements associated with the working of a sports organisation.
- Experience in wider sports industry is an advantage.
- Strong command of English language. Command of Hindi.
- Strong command of Word, Excel and PowerPoint.

## **Organisational and Personal Skills**

- Respect for Olympic values.
- Excellent oral and written communication skills.
- Team oriented and experience in dealing with people at all levels of an organisation.
- Able to work analytically and strategically.
- Ability to manage complex and stressful situations often involving multiple stakeholders.
- Ability to handle heavy workload.
- High level of awareness, including updates on international sports and Olympic movement.
- Drive to implement organisational change and continuous improvement.
- Keen sense of confidentiality.
- Integrity, diplomacy and discretion.

## **To apply for this role**

- Send your CV together with copies of certificates and a formal letter of application outlining your suitability to [ioa@olympic.ind.in](mailto:ioa@olympic.ind.in) and [finance@olympic.ind.in](mailto:finance@olympic.ind.in) on or before 5pm on Saturday, 5 September 2020; and
- Provide name and contacts of two references.

## **Selection Process**

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for a interview and will be required to produce original documents authenticating the information submitted in their application. The date of interview will be advised to the short-listed candidates in due course.