

## **Coordinator - International Cricket Department**

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

### **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 the member countries and associates, as maybe directed by HOIC. Coordination of Junior tours with corresponding boards with advice of HOIC
- Organize logistics for activities/programs of all squads planned by the National Selectors with the assistance of the Coaching Department / relevant departments
- Identifying requirements of the Players and support staff members of all the squads and formulate systems and methods to carry out the job effectively
- Coordinate with the IT department and provide the information to the selectors / management as per their request
- 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
- Assist HOIC to formulate MOU s relating to tours
- Attend to any other duty as directed/requested/required by the SLC

### **Required Qualifications and Experience :**

- Passed G.C.E O/L and A/L Examinations
- A Degree/Diploma would be an added qualification
- Knowledge of the game and the experience in cricket related administration work will be an added advantage
- Excellent communication skills in both oral and written English/Sinhala
- Strong Computer literacy(MS office)
- People management experience

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@srilankacricquet.lk](mailto:vacancies@srilankacricquet.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 of the email