

## **ADVERTISEMENT**

Delhi and District Cricket Association (DDCA), the Governing Body of Cricket activities in the State of Delhi, engaged in promoting and developing the game of cricket in the National Capital Territory of Delhi, requires following personnel to build a professional team for successfully running its Operations and implement DDCA's Vision & Mission.

### **1. CHIEF EXECUTIVE OFFICER**

#### **JOB DESCRIPTION**

- Direct DDCA as per the vision outlined by the Governing Body (GB)
- Plan, implement and supervise all day to day affairs of DDCA
- Responsible for implementing Rules and Regulations as framed by the GB
- Partner with high-level officials to develop sound Business Strategies
- Administer all functions including Operations, Finance, Technical, Infrastructure, Law, Media and Human Resources for DDCA
- Work closely with the Chief Financial Officer (CFO) to prepare annual budgets, complete risk analysis on potential investments, and advise the GB about investment risks and returns
- Work closely with Chief Operating Officer (COO) to establish and maintain Standard Operating Procedures for all functions
- Build high-performance teams by promoting team-work and nurturing talent
- Responsible for the quality management of all operations and supervise all compliances
- Examine all the expenditure exceeding the Budget and to control such outlays as are required for the proper administration of the DDCA
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Collate monthly reports concerning the functioning of the various committees and action plans in advance and provide solutions to ensure smooth functioning

#### **QUALIFICATIONS/EXPERIENCE**

- A management professional with 30+ years of experience out of which minimum 5 years as the CEO/MD of a company with a turnover of at least Rs.100 Cr
- Knowledge and familiarity with cricket or any other sport
- Familiarity with regulatory and legal frameworks

#### **KEY SKILLS AND COMPETENCIES**

- Strong Leadership Skills
- Excellent Communication Skills
- Realistic optimism
- Power to inspire

- Agile Decision-Making Skills
- Ability to Assemble Great Team
- Strong Administrative Skills
- Creative and Out of Box Thinking

## **2. CHIEF OPERATING OFFICER**

### **JOB DESCRIPTION**

- Plan, implement and supervise all day to day activities of DDCA
- Oversee complete operations of DDCA to meet business goals and projections
- Collaborate closely with the Chief Executive Officer and produce reports on operations
- Empower the operational teams to manage operations successfully
- Establish and maintain standard operating procedures for all functions
- Build high-performance teams by promoting team-work and nurturing talent
- Complete Quality Management of all operations and supervise all compliances
- Overall management of all contractual assignments
- Partner with other executives to accomplish short and long-term operational goals
- Measure and report on Operational Performance and develop plans on a continuous basis to improve the overall efficiency of DDCA

### **QUALIFICATIONS/EXPERIENCE**

- Graduation from a reputed University in any discipline and Masters in Management from a reputed Institute
- Minimum 25 years of relevant experience-matching job description
- The Candidate must be below 55 years of age

### **KEY SKILLS AND COMPETENCIES**

- Strong Leadership Skills
- Excellent Communication Skills
- Ability to Multi-task
- Strong Administrative Skills
- Creative and Analytical Thinking
- Data-driven mindset

## **3. CHIEF FINANCIAL OFFICER**

### **JOB DESCRIPTION**

- Financial Analyst for driving economies of scale
- Capable of formulating and implementing new system, policies & procedures; end-to-end vendor, stakeholder & supplier management; monitoring financial KPI & performance

- Proficient in instituting accounting process & systems, establishing Internal Financial Controls, formulating cost-saving initiatives related to the various lines of business, annual cost optimization and rationalization drive
- Partner with CEO/COO in developing the standardized process to analyze costs
- Decision-making concerning overall Financial Management and determining Financial Objectives & Project Funding and Legal due diligence
- Hands-on experience in the areas of Strategic Planning, Budgeting & Cost Management, preparing Financial Statements, Taxation and MIS Development, Monitoring of statutory compliances
- Capable of driving a team for achieving targets
- A keen analyst with exceptional interpersonal skills, strong relationship management and sound experience in Computerized Accounting Systems
- Capable in Team building and Management, problem-solving and organizational abilities

#### **QUALIFICATIONS/EXPERIENCE**

- Graduation from a reputed University in any discipline
- CA/ ICWA/ MBA (Finance) from a reputed Institute
- 30+ years of experience in a Senior Financial Managerial position with relevant experience-matching Job Description
- Age no bar

#### **KEY SKILLS AND COMPETENCIES**

- Strong leadership, communication and presentation skills
- Experience in dealing with Senior Management and peers
- Result-oriented, Strategic thinker and planner
- Executive presence and the ability to build meaningful relationships at all levels, both externally and internally to drive results
- Ability to multi-task and prioritize to meet deadlines in a fast-moving environment
- Data-driven mindset

#### **4. CHIEF SECURITY & PROTOCOL OFFICER**

##### **JOB DESCRIPTION**

- Responsible for overall Security Management and monitor the Security Operations
- Frame and implement security policies, regulations, rules, & norms to ensure safe & secure environment
- Monitor surveillance, inspecting stadium, equipment/assets, and access points
- Plan and ensure preparedness of all resources to meet out any emergency scenarios and contingency situations
- Liaison effectively with local bodies and Government officials, Police, Fire & Rescue services, Water, & other authorities, etc.

- Ensure that no illegal activities are carried out within premises by guests or employees
- Set protocols for all security operations
- Develop effective mechanisms for monitoring all incoming and outgoing persons
- VVIP Security Management and special allocation of resources for major events
- Ensure the latest technical expertise and technology in use for vigilance
- Approve security layout and checklists of various zones
- Conduct security evaluations
- Keep track of different events

#### **KEY SKILLS AND COMPETENCIES**

- Strong leadership, communication and presentation skills
- Experience dealing with senior management and peers
- Strategic thinker and planner
- Sound knowledge of relevant laws and statutory provisions
- Collaboration and conflict management skills
- Incident management
- Risk assessment and management skills
- Ability to multi-task and prioritize to meet deadlines in a fast-moving environment.

#### **QUALIFICATIONS/EXPERIENCE**

- Graduate from a reputed University in any discipline
- 10+ years of relevant experience matching job description, out of which minimum 3 years as Chief Security Officer
- Masters in Management will be an added advantage
- Candidate must be below 40 years of age.

#### **REMUNERATION (FOR ALL 4 POSITIONS)**

Commensurate with experience and qualification.

Interested candidates for the above-referred positions may apply online via email ([careers@ddca.co](mailto:careers@ddca.co)) or send updated resume by post to The President, Delhi & District Cricket Association (DDCA), Feroz Shah Kotla Ground, New Delhi-110002, latest by 21<sup>st</sup> July 2018.