Assistant Manager , Game Development

The Assistant Manager, Game Development is responsible for the management of the day-to-day operations of all Cricket matters and policies as directed by the Office Bearers and Chief Executive Officer. The Assistant Manager, Game Development is also responsible for the delivery of efficient and accurate processes and support through the effective coordination and management of the team. This role requires that its occupant take ownership of the operational of Cricket Teams services.

1. Qualification:

- Graduate or Higher.

- Age: 30 to 45 years.

2. Experience:

- 5 years in Managerial Position with Sports Federation/Association/Club.

3. Job Requirements:-

- Assisting to plan, Manage Cricket Programmes
- Develop the cricket opportunities for all players of all standards (coaching, tournaments, teams)
- Assisting to enhancement of the cricket development plan.
- Maintain a database of participation for all cricketing activities.
- Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of activities.
- The Assistant Manager, Game Development is tasked with the management of the day-to-day cricket operations. The Assistant Manager, Game Development is tasked with successfully collecting, storing, and managing important documentation in both electronic and hard copy format through a clear and concise reference system. The Assistant Manager, Game Development will also responsible to prepare important documentation related to cricket inclusive. The Assistant Manager, Game Development also takes initiative in enforcing the importance of complying with the HR policies, procedures, and processes.
- The Assistant Manager, Game Development also performs other duties as are necessary for the proper execution of his duties and duties as delegated by the Chief Executive Officer.

4. Skills:

- Strong written and verbal communication skills are a necessity for this position. Communication skills are also necessary in the creation of reports for Chief Executive Officer as well as key stakeholders that rely on this information.
- Excellent leadership skills and the ability to work independently and as part of a team.
- Excellent administrative skills and evidence of project work.
- The ability to develop and implement high quality, varied and creative activity sessions.

- Good project management skills and ability to prioritise and work to deadlines.
- Effective communicator and the ability to engage with people of all levels.
- Excellent skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- A suitable candidate for this position must have great computer skills and demonstrate high proficiency in the use of Internet, MS Word, Ms Excel, and PowerPoint.
- High levels of energy and enthusiasm and the desire to succeed

5. The above are not exhaustive but only indicative in nature.