

## VACANCY WOMEN'S CRICKET OFFICER



The International Cricket Council ('ICC') is the global governing body administering all aspects of international cricket.

We are currently looking for Women's Cricket Officer for our Cricket Operations team, based at the ICC headquarters in Dubai, UAE. The Women's Cricket Officer role will be responsible for supporting the Head of Women's Cricket, to implement the strategic initiatives, to develop and promote the women's game, as well as administer international women's cricket matches and tournaments in collaboration with other members of the Cricket Operations department.

### Principal Accountabilities

Responsibilities of the Women's Cricket Officer include but are not limited to the following:

- Support the Head of Women's Cricket to create and deliver initiatives relating to women's cricket aligned with the ICC strategy;
- Responsible for the administration of the women's cricket activities and programmes including scheduling, umpire and referee appointments, match reporting, competition management and player eligibility;
- Responsible for women's playing conditions and development of other playing regulations;
- Coordinate activities to support and promote women's cricket across the organization and wider ICC membership;
- Provide support to the ICC Women's Committee, including preparing discussion papers and implementing decisions;
- Coordinate certain aspects of major women's events, including the ICC Women's World Cup and ICC Women's Twenty20 World Cup events;
- Assist in delivering ICC Women's Qualifying events including the ICC Women's World Cup Qualifier and ICC Women's Twenty20 World Cup Qualifier;
- Maintain relations with other global sports organizations and in particular their women's program managers; and
- Provide general support as and when required to the Cricket Operations team.

### Knowledge, Skills, Attitude and Experience

- Minimum 3+ years working in a sports environment in a similar role;
- Strong cricket knowledge (with experience of playing or working in the sport an advantage);
- Strong project management skills (with experience of working on events an advantage);
- Excellent written and oral communication in English including report-writing skills;
- Good computer literacy (MS Office especially Word, Excel & Outlook);
- Understanding of the full event lifecycle and team logistics;
- Strong relationship management skills, specifically with external stakeholders;
- Strong problem-solving experience and being flexible and adaptable;
- Strong attention to detail and accuracy;
- Good problem-solving skills and the ability to work with people from different cultures and backgrounds;
- Motivated, enthusiastic attitude and able to work creatively on own initiative; and
- Good team player with a flexible approach.

**JOB POSITION: WOMENS CRICKET OFFICER**  
DUBAI | AUGUST 2021

**Conditions of Employment**

- The role is based in our headquarters in Dubai, UAE.
- The selected candidate will be required to provide two recent work references; and
- The compensation offered will be commensurate with qualifications and experience.

If you feel that you can meet the challenge, please email your CV, with a covering letter detailing your current salary and benefits and expectations to: [recruitment@icc-cricket.com](mailto:recruitment@icc-cricket.com).

***The last date to respond to this advert is Tuesday, 7 September 2021. Due to the overwhelming number of quality applicants, only shortlisted candidates will be contacted.***