

## VACANCY EVENT SERVICES MANAGER



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

We are currently looking for an Event Services Manager for our Events team, reporting into the Senior Manager – Event Operations based at the ICC headquarters in Dubai, UAE. The role is responsible for the efficient planning and administration of ICC events.

### Principal Accountabilities

Responsibilities of the Event Services Manager include but are not limited to the following:

- Implementation of an identified project management system to oversee operational timelines and deliver regular reporting on progress for all ICC events;
- Manage the communication requirements with Members related to participation in ICC events including:
  - All submissions required under the Members Participation Agreement
  - Monthly event planning updates
  - Member ticket and hospitality purchase options
- Management of staff clothing procurement and distribution for each ICC event
- Development of an enhanced event analysis and review programme including stakeholder surveys
- Management of the ICC travel service provider to deliver event travel requirements for all teams, match officials and ICC staff where required
- Manage the process to procure, store and utilise ICC event trophies
- Identification of VIK product requirements for ICC events as necessary
- Implementation of event service supplier procurement processes where required
- Management of event department payment approval processes
- Development and management of an ICC memorabilia library
- Contribution to the development of the ICC staff handbook for each event
- Fulfilment of an ICC Venue Manager role at events as required; and
- Perform the lead ICC role on event planning and delivery for certain events

### Knowledge, Skills, Attitude and Experience

- Educated to a degree level or equivalent
- A sound understanding of project management and ideally, with at least 4 years' experience of working in events, preferably international sporting events
- Strong operational planning with the ability to plan, prioritise and deliver across multiple concurrent event projects
- A disciplined, structured approach to work
- Highly proficient in the use of MS Office
- Strong interpersonal and people management skills – ability to communicate, present and influence credibly and effectively verbally and in writing
- Strong, professional verbal and written communications skills
- Motivated, enthusiastic attitude, a great work ethic and high personal standards
- Ability to work creatively and under own initiative as well as in a team environment
- Excellent time management and organizational skills with a structured approach to work;
- An appreciation of working cross culturally; and

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- Ability to adapt to changing priorities and respond to tight deadlines.

**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 Thursday, 9 September 2021. Due to the overwhelming number of quality applicants, only shortlisted candidates will be contacted.***