



Bangladesh Cricket Board

JOB VACANCY

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The Bangladesh Cricket Board (BCB) is a high profile national sports organization responsible for governing the game of cricket in Bangladesh. In keeping with its international standing the BCB is seeking applications from qualified individual(s) for the following position of BCB:

POST: Chief Executive Officer (CEO)

The CEO, BCB is directly responsible for liaising with the Executive Committee implementing Board Policies, achieving objectives as outlined in the strategic plan of BCB. As the CEO of BCB, he / she must have the capability to provide effective leadership, vision, organizational development and strategic direction for the overall development of BCB.

The Key Responsibilities:

- Play a vital role to develop professionalism and implement Senior Management Structure in BCB.
- Based on the Strategic Plan of BCB, prepare policy and ensure its implementation in every step of process.
- Oversee corporate productivity through analyzing the critical task for each and every responsible positions of BCB.
- Oversee international cricket activities.
- Perform general management executive duties as the CEO of BCB.
- Any other responsibilities as assigned by the Management.

Qualification: Masters in any discipline from a reputed university and have strong background in overall management. Candidates having cricketing background will be given preference.

Pre-requisite to apply:

- Demonstrate comprehensive Management & Commercial experience.
- Extensive experience in a senior management role, including Board Level, with direct line responsibility, ideally within the sports or entertainment industry or any reputed National / International Organization.
- The incumbent must have strong computer skill in Microsoft environment.
- Proven and strong communication skills including experience in dealing with media and International / Domestic cricket organizations.
- Must be a Bangladeshi National.
- Well exposure on change management, project management and people management.

The interested candidates are requested to send their CV along with a cover letter **mentioning expected Salary & Benefits** and 02 (Two) recent photographs to **The President, Bangladesh Cricket Board**, Sher-e-Bangla National Cricket Stadium, Mirpur, Dhaka 1216 on or before **16th July '2009**. Only the short listed candidates will be called for interview.

Detail Job Descriptions for the position will be available at the BCB Official website (www.tigercricket.com) and also at BCB Management Office Front Desk.

**JOB DESCRIPTION
OF THE
CHIEF EXECUTIVE OFFICER (CEO)
OF
BANGLADESH CRICKET BOARD (BCB)**

Focus of the Role:

The Chief Executive Officer (CEO) is directly responsible for liaising with the Executive Committee implementing Board policies, achieving objectives.

The CEO will provide effective leadership, vision, efficient management and strategic direction for Cricket in Bangladesh. The CEO will achieve budgeted results and maintain internal risk management policies, together with overseeing the ongoing development of the sport, its growth and importantly its international competitiveness.

Key Result Areas (KRA):

1. Implementation of the BCB senior management structure.
2. Perform strategic planning, policy and decision-making.
3. Manage corporate financial performance.
4. Oversee corporate productivity.
5. Oversee international cricket activities.
6. Perform general executive duties.

Detail Description of KRA

1. Implementation of the BCB Senior Management Structure:

Critical tasks include:

- Effective management from the current committee structure to establishing, recruiting and implementing a Senior Management Structure.
- Build a strong partnership with all BCB contracted players.
- Continuous improvement and innovation.
- Promotion of the Game of cricket.
- Financial Performance.
- Monitor Staff Performance.
- Together with the BCB review, confirm and implement the Strategic Plan.
- Performance of the Senior Management Team.

2. Perform Strategic Planning, Policy and Decision-making:

Critical tasks Include:

- Lead the development and implementation of the organisation's strategic plan through the Board and the senior management team
- Drive implementation through department plans and policy development.
- Report on achievement of strategy and plans against objectives.

- Periodically present current and long-term objectives, plans and performance analysis to the Board.
- Provide feedback and guidance to senior management team members, other relevant administrators and international bodies regarding policy development and change, policy application and policy development performance.
- Compare and evaluate effectiveness of the organisation's management techniques and results against international benchmarks and observations.
- Review and make recommendations to the Board regarding changes in trends and opportunities to enhance results.

3. Manage Corporate Financial Performance:

Critical tasks Include:

- Review data provided by departments and sign off recommendations to enhance the management of department revenue and expenses.
- Critically assess the organisation's previous and current year's budgets to ensure savings and opportunities to smooth cash flow, enhance forecasting and maximise returns have been identified by Managers.
- Sign off and monitor division's budget.
- Sign off all corporate financial policies and procedures and monitor implementation.
- Oversee all financial management decision-making as per rules.
- Monitor the financial structure of the organisation and review projections for capital expenditure, financing arrangements and creditor / debtor management.
- Assess, make recommendations and make monthly reports on financial performance to the Board.

4. Oversee Corporate Productivity:

Critical tasks include:

- Review department monthly and quarterly workloads and action plans.
- Develop own action plan and report to the Board.
- Develop a quarterly work calendar for the organisation.
- Monitor workloads, stressors and issues of the senior management team and make appropriate adjustments.
- Annually review the effectiveness of the organisation's communication and management information systems.

5. Oversee International Cricket Activities:

Critical tasks include:

- Oversee BCB's policies concerning all international cricket matters.
- Liaise with cricket boards from other countries as and when required.
- Represent BCB in international meetings if required.

6. Perform General Executive Duties:

Critical tasks include:

- Prepare written correspondence, reports, board material; technical and issue –related material.

- Provide regular reports on the Board Activities to the Executive Committee.
- Maintain contact with sponsors, telecasters, media, Government Organizations, Sports Organisations, Managers, Selectors and players as a means of assessing coordination effectiveness.
- Select and build the Senior Management Team.
- Establish controls to measure and manage performance of the Senior Management Team.
- Lead and attend meetings.
- Represent BCB publicly.
- Ensure all the organisation's activities comply with relevant legislation, legal demands and ethical standards.
- Report on a three monthly basis to the President of the BCB against an agreed performance plan.

The Person Specification (Person Profile)

The preferred candidate will be suitably qualified and is likely to have experience at a senior management level.

You will possess knowledge of cricket administration and sport development pathways. A proven ability to shape strategic thinking, achieve results and successfully manage change is most important.

Strong financial appreciation, a thorough knowledge of computer skill and business operations is considered prerequisites. Excellent communication skills are required, as is the upward communication of issues to the Board. There is a clear expectation that the Chief Executive Officer will ensure communication is timely, free and open manner.

The successful candidate will have an outstanding record of achievement in their field and be recognised by their peers as a leader, diplomatic, patient and above all a high achiever.

Experience required/ desired:

- Experience in senior management roles, including Board level, with direct line responsibility, ideally within the sport or entertainment industry.
- Demonstrated experience contributing to Strategic Planning processes and their subsequent implementation.
- A thorough working knowledge of cricket administration and cricket / sport development pathways.
- Proven communication skills including experience dealing with the media.
- All round marketing skills, proven ability to secure, maintain and service sponsors and industry partners.
- Experience in managing sporting facilities.

Qualifications Required / Desired:

- **Leadership** – Able to set a direction and motivate others. 'Walks the talk' – and is personally committed to the organisation's future, its value systems and its strategies.
- **Managing Others** – Works with team members to clarify roles, set

objectives and targets, establishes review processes and monitors performance. Manages internal and external 'networks' / stakeholders to facilitate the efficient and effective functioning of the team(s).

- **Interpersonal Skills** – Excellent interpersonal skills resolving issues at the point of origin and facilitating efficient and productive relationships both internal and external to the organisation.
- **Project Management Skills** – Ability to prioritise tasks to meet daily, weekly, monthly and annual and project targets and organisational skills to arrange, develop and achieve outcomes within resource constraints.
- **Communication & Presentation Skills** – Demonstrated excellent written and verbal communication and presentation skills across a broad range of staff, associations, officials, community, national / international sporting bodies. Able to effectively communicate and / or present at all levels so as to enhance the positioning of the organisation. Sound media skills.
- **Insight** – A capacity to understand and appreciate the history and culture of an organisation and to use this to guide effective decision making and build a desired new organisation.
- **Flexibility** – Flexibility to assist / interact with a wide range of people across divisions and constituencies within an emerging organisational structure.
- **Tenacity** – Does not give up. Works to overcome any barriers to achieve required outcomes whilst remaining committed to the organisational values and sensitive to any impact on others.
- **Patience** – An ability to consider and entertain all views, interpret their merits in a timely manner and make decisions in the best interests of the organisation.
- **Problem Solving Skills** – Ability to identify, analyse and find appropriate solutions for complex problems that have the potential to impact across the organisation, have a substantial impact on its performance or place the organisation at risk.
- **Business Acumen** – Understands business principles and makes sound commercial decisions.
- **Customer orientation** – Drives to understand customer expectations and anticipates and responds to their needs.
- **Integrity** – Maintains legal, social and organisational standards and values and honours commitments.

Key Selection Criteria (KSC):

The successful candidate will be assessed against the following KSC's:

- Have successfully managed an organisation.
- Possess skills in framing effective strategy and implementation.
- Demonstrate outstanding interpersonal skills, sensitivity and leadership qualities.
- Have cricketing background in top level.
- Demonstrable knowledge of cricket.
- Have a history of operating within agreed financial and operating budgets.
- Have implemented and maintained modern business management techniques including sound financial management.
- Display integrity, strength of character and an ability to influence others. Have drive and a strong desire to make things happen.
- Demonstrate keen marketing skills, be a door opener and up-front

communicator.

- Possess high level presentation and communication skills, both oral and written including media liaison.
- Display patience, insight and a capacity to appreciate the diverse range of views.
- Must be a Bangladeshi Nationals.

TOTAL EMPLOYMENT COSTS (TEC):

The **Bangladesh Cricket Board** will operate a TEC package, which will gross up base salary, accommodation allowances, motor vehicle (and driver/or driver's allowance) and medical insurances.

An attractive package is anticipated and the BCB are negotiable to ensure the highest calibre candidate is appointed. A program of carrying out regular performance reviews will be established once the specific accountabilities have been agreed.

TERMS AND CONDITIONS:

Contract Term:

The contract term is for an initial two years with an option to extend.

Working Times:

The normal working hour in week is five and half days, Saturday – Thursday. Normal office hours are 10.00 am – 6 p.m., Saturday 11:00 a.m. – 04:00 pm.

Annual Leave:

The successful candidate will enjoy thirty (30) days annual leave.

Public Holidays:

The candidate will be entitled to take official public holiday's celebrated in the country.

Entertainment Expenses:

For a senior position such as this, the person will be entitled to claim appropriate reimbursable expenses upon submission of substantiated receipts.

Miscellaneous:

The BCB will provide an appropriate mobile telephone and lap top computer.

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