

**INDIAN OLYMPIC ASSOCIATION**

Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi 110016, India.

**NOTICE INVITING APPLICATIONS - 1**

Ref.: IOA/HR/VI-65/2023/1190

Date: 09/02/2023

**Subject: Invitation of Applications for engagement of a team of employees for carrying out various OFFICE WORKS of the IOA purely on contractual basis.**

Applications invited for the following posts:-

**Positions**

- 1) Manager - I
- 2) Manager - II
- 3) Assistant Manager - I
- 4) Assistant Manager - II
- 5) Assistant Manager - III
- 6) Assistant Manager - IV
- 7) Corporate Communication & Safe Guarding Officer
- 8) Account Officer

Detailed description of each post are furnished below. Those candidates who are eligible and willing to work on above terms & conditions in Indian Olympic Association, having requisite qualification and experience indicated above may send their applications within a period of 21 days from the date of the publication of this advertisement to:

**The HR Department,  
Indian Olympic Association,  
B-29, Qutub Institutional Area,  
New Delhi-110016 –  
email id. [ioa@olympic.ind.in](mailto:ioa@olympic.ind.in)**

***The applicants must indicate the POSITION APPLIED in their application.***

\*\*\*\*\*

## 1) **MANAGER – I**

**Nature of employment:** Full-time contractual for 2 years with 6 months of probation

**Place of posting:** New Delhi

### **Key Responsibilities**

- Preparing briefs and drafts
- Planning calendar and scheduling
- Coordination with all the divisions of IOA and update on daily basis.
- Coordination with the Local organizing committee of multi-sport events.
- Liaisoning with National Sports Federations and the Ministry of Youth Affairs and Sports.
- Provide details contingent registrations for multi-sports events.
- Detailing of policies to IOA, National Sports federations for multi-sports events.
- Ensuring all timelines are met with regard to the Indian contingent for multi-sport events.
- Provide details on bids for the National Games and updates from Local organizing committees of the National Games.
- Regularly detail athlete development programs of the Olympic Solidarity Commission, in particular those with the greatest needs of it.
- Ensuring Olympic Charter guidelines are followed by IOA, NSF's and Indian athletes.
- Promoting the Fundamental Principles of Olympism.
- Updates on NSFs in the preparation of their athletes and teams for their participation in the Olympic Games through Olympic solidarity programs and MYAS schemes.
- Disseminate information and instruction to various divisions of IOA
- Collaborating with organizations and entities pursuing such objectives, particularly through Olympic education and the propagation of sport.

### **Essential Requirement**

- Post – Graduation in Sports Management.
- Minimum of 05 years of experience working in sports administration.
- Experience in the conduct of Games.
- Good understanding of the Olympic charter and other Olympic programs.
- Excellent, drafting and communication skills.
- Business proficiency fluency in Hindi and English. Fluency in another regional language of India is a bonus.
- Proficient in MS-Office suite.

### **Desired Experience:**

- Demonstrated knowledge and understanding of the sports ecosystem in India as well as globally – worked in sports organizations.
- Team player and ability to work under pressing deadlines.
- Willingness to travel within the country and abroad.

\*\*\*\*\*

## 2) MANAGER – II

**Nature of employment:** Full-time contractual for 2 years with 6 months of probation

**Place of posting:** New Delhi

### **Key Responsibilities**

- Preparing briefs and drafts for Head-Sports Services
- Planning calendar and scheduling for Head- Sports Services
- Coordination with the International Olympic Committee and the Olympic Council of Asia.
- Coordination with the Local organizing committee of multi-sport events.
- Liaisoning with National Sports Federations and the Ministry of Youth Affairs and Sports.
- Assist in contingent registrations for multi-sports events.
- Detailing of Accreditation policies to National Sports federations for multi-sports events.
- Ensuring all timelines are met with regard to the Indian contingent for multi-sport events.
- Analyzing bids for National Games and regular follow-up with Local organizing committees of National Games.
- Provide assistance to all the National Sports federations for athlete development programs of the Olympic Solidarity Commission, in particular those with the greatest needs of it. Seek assistance in achieving through multi-faceted programs prioritizing athlete development, but also training of coaches and sports administrators, and promoting the Olympic values.
- Draw up academic programs for Indian Olympic Academy with International Olympic Academy.
- Ensuring Olympic Charter guidelines are followed by NSF's and Indian athletes.
- Promoting the Fundamental Principles of Olympism.
- Assisting the NSF's in the preparation of their athletes and teams for their participation in the Olympic Games through Olympic solidarity programs and MYAS schemes.
- Improving the technical level of athletes and coaches in cooperation with IOCs and IFs, including through scholarships.
- Training sports administrators.
- Collaborating with organizations and entities pursuing such objectives, particularly through Olympic education and the propagation of sport.

### **Essential Requirement**

- Post – Graduation in Sports Management.
- Minimum of 05 years of experience working in sports administration.
- Experience in the conduct of Games.
- Good understanding of the Olympic charter and other Olympic programs.
- Excellent, drafting and communication skills.
- Business proficiency fluency in Hindi and English. Fluency in another regional language of India is a bonus.
- Proficient in MS-Office suite.

### **Desired Experience:**

- Demonstrated knowledge and understanding of the sports ecosystem in India as well as globally – worked in sports organizations.
- Team player and ability to work under pressing deadlines.
- Willingness to travel within the country and abroad.

\*\*\*\*\*

### 3) ASSISTANT MANAGER - I

**Nature of employment:** Full-time contractual for 2 years with probation of 6 months.

**Place of posting:** New Delhi

#### **Key Responsibilities:**

- Reporting to the Manager- NSFs & MYAS Relations in developing relations and collaboration with all stakeholders.
- Assist Manager NSFs & MYAS Relations in Liaoning and collaborating with external and internal stakeholders, including MYAS, NSFs, IOC, OCA, overseas national associations, experts required for knowledge-sharing activity, and NGOs involved in Indian sports development.
- Compile updates on sport-related policies or protocols from IOC and brief them to Manager NSFs & MYAS.
- Track National competitions organized by NSF's for performances and check competitions organized are within the guidelines of MYAS and International federations.
- Ensure guidelines of the sports code and IOA constitution are followed by the NSF's.
- Work closely with all the divisions to ensure all the required timelines of international affiliating bodies and MYAS are met.
- Regularly update all the division's International and domestic calendars.
- Study Olympic Qualification pathways of High-priority and priority sports and make presentations to the Sports Services Division.
- Assist EC-IOA and coordinate with NSFs on the conduct of General Assembly and Executive council meetings.
- Assist in preparing agendas and compiling minutes of General Assembly and Executive council meetings.
- Assist Manager- MYAS & NSFs Relations in conduct and preparation of National Games
- Maintain and record all the communications with State Sports Authorities and the State Olympic association with regard to the conduct of the National Games.
- Assist in Follow-ups with organizing committees of states where games are already awarded.
- Assist GTCC and generate reports to Sport Services Division on GTCC meetings and other progress on the technical conduct of games.
- Prepare a timeline for each activity of conduct of national games and keep the sports service division updated on the progression.
- Prepare documentation for bid analysing committees.
- Assist in the preparation of pre-games reports.
- Assist in the preparation of post-games reports

#### **Essential Requirement**

- Post Graduate in Sports Management
- 3 years of experience in working in sports.
- Knowledge of the Olympic Charter, notably familiarity with the workings of IOC, MYAS, and the NSFs.
- Passionate about Olympic sports
- Hands-on event management and delivery experience
- High standard of writing & communication skills

- First-class interpersonal skills, able to communicate at all levels and build partnerships

**Desirable**

- Experience working within a national or international governing body
- Experience working on Sports events

\*\*\*\*\*

#### 4) ASSISTANT MANAGER – II

**Nature of employment:** Full-time employment contractual with probation of 6 months.

**Place of posting:** New Delhi

##### **Key Responsibilities:**

- Manager- NSFs & MYAS Relations (International) for accreditation of Indian contingent at multi-sport events like the Olympics Games, Commonwealth Games, Asian Games, Youth Olympic games, etc.
- Assist in the preparation of Accreditation policies presentations.
- Assist in preparing all the timelines for accreditation and registration of Indian Contingent.
- Assist in preparing all timelines for the qualifications of athletes for the games.
- Record and maintain entire documentation with regard to accreditation of the Indian contingent for the Games.
- Attend all the training sessions on accreditations conducted by local organizing committees and gain an in-depth understanding of the registration portal and process.
- Handle accreditation portal for the Indian contingent in coordination with Lead- Games Management.
- Assist in travel and logistics plans in line with the competition calendar and in coordination with Admin Division.
- Gather all game village requirements (FF&E) from NSFs and submit to LOC on time.
- Ensure all the accreditation timelines are strictly followed by all the stakeholders.
- Ensure the best possible contingent is registered in coordination with NSFs, MYAS, IOA-EC, and Sport Services division.
- Ensure all the pre-games training plans and games time training plans are submitted on time.

##### **Essential Requirement**

- Post-Graduation in Sports Management/Business Management/Event Management.
- 4 Years of Experience in Sports Event management.
- Preferably 2 years of experience working on registration and accreditation.
- Understanding of Olympic sports.
- Good understanding of sports entry systems
- High standard of writing & communication skills
- First-class interpersonal skills, able to communicate at all levels and build partnerships

##### **Desirable**

- Work experience on international sports events
- Willingness for extensive travel abroad

\*\*\*\*\*

## 5) ASSISTANT MANAGER - III

**Nature of employment:** Full-time employment

**Place of posting:** New Delhi

### **Key Responsibilities:**

- Assist Head-Sport Services to manage the multiple partnerships and program 'portfolios' part of the IOC Olympism 365 strategy.
- Preparation of proposals for financial assistance from IOC, OCA, and MYAS through various programs of sports development.
- Coordinate with NSFs in preparation of a list of athletes eligible for Athlete scholarship programs.
- Provide information to NSFs and other stakeholders on various education programs of the International Olympic Academy.
- Seek applications from NSFs and other stakeholders for the education programs of the International Olympic academy.
- Scrutinise applications for education programs and give recommendations on selected applications to the Head of Sport Services.
- Generate feedback from the candidate who pursues education programs of the International Olympic Academy.
- Regular information dissemination online programs of IOA and WADA.
- Develop programs for Olympism and partner with institutes to spread the Olympic movement and Olympism.
- Create an outreach program for Olympic Day Celebration Pan India.

### **Essential Requirement**

- Post-Graduation in Sports Management/Business Management/Event Management.
- 7 Years of Experience in Sports Administration.
- Preferably 2 years of experience in Olympic Athlete development.
- Understanding of Olympic Solidarity Programs.
- Good understanding of sports entry systems.
- High standard of writing & communication skills.
- First-class interpersonal skills, able to communicate at all levels and build partnerships.

### **Desirable**

- Work experience with International Sport Federation or any National Olympic committee.
- Willingness for extensive travel abroad

\*\*\*\*\*

## 6) ASSISTANT MANAGER – IV

**Nature of employment:** Full-time contractual for 2 years with 6 months of probation

**Place of posting:** New Delhi

### **Key Responsibilities:**

- Conduct anti/doping awareness sessions for athletes including ADAMS, TUE, WADA CODE, ADRVs
- Spreading awareness about the importance of updating whereabouts on ADAMS and the consequences of missing a test/updating wrong whereabouts.
- Making all the stakeholders understand the need of educating the athletes or conducting educational sessions during the camps.
- Creating a conducive environment for athletes to understand the importance of checking emails from NADA/WADA, to be tech-friendly or assign one person to look after the updates from NADA/WADA.
- Creating an online platform where athletes can directly ask any questions related to anti-doping/ADAMS/filing whereabouts etc.
- Coordinate with WADA and NADA to conduct awareness programs and develop resource personnel.
- Provide regular information's on anti-doping to NFS and athletes,

### **Essential Requirement**

- Post-Graduation in Sports Science/Sports Medicine
- 4 Years of Experience in Sports medicine/Science.
- Understanding of WADA/NADA functioning
- High standard of writing & communication skills.
- First-class interpersonal skills, able to communicate at all levels and build partnerships.

### **Desirable**

- Work experience with the International Sports Federation or any Governing Body of Sport.
- Willingness for extensive travel abroad

\*\*\*\*\*



## 7) CORPORATE COMMUNICATION & SAFE GUARDING OFFICER

**Nature of employment:** Full-time contractual of 2 years with 6 months of probation

**Place of posting:** New Delhi

### **Job Description (As Corporate Communication)**

- Support Consumer PR, Show Publicity, Corporate Communication, Trade Communication, and Tech Community engagement
- Support the team to create and building a PR & Publicity strategy that helps to increase IOA's brand as the leading institution for Olympic preparation in India destination in India and to support marketing campaigns across multiple languages & content genres.
- Liaising with MYAS and NSFs for enhancing the value of sports properties of the IOA/MYAS/NSFs like National Games, Khelo India Games, and National Championships in various disciplines through tailor-made strategies for the target audience.
- Analyzing social media and corporate outreach metrics of all communications, activations, promotions, and campaigns undertaken by the IOA and/or its sponsors and partners.
- Providing adequate leverage to all the promotional content of IOA and its stakeholders.
- Responsible for all corporate communications related to IOA's press releases, notices, official statements, and all other forms of communication that may be required from time to time.
- Working closely with journalists and personnel from the media in elevating IOA's position and disbursing crisp communication to the media.
- Commissioning or undertaking relevant market research/syndicated researches, staying updated on new promotional opportunities, and use talent and innovation to optimize IOA's perception in the public.
- Organizing promotional events such as media junkets, press conferences, interaction days, social media promotional events and visits
- Dealing with enquiries from stakeholders, the press, and related organizations.
- Increasing fan-engagement and creating strategies for popularising Indian Olympic athletes and disciplines in the media and public.
- Cultivate and maintain meaningful relationships with media and influential professionals

### **Essential Requirement**

- Masters / Bachelor degree or equivalent, preferably in Marketing or Business Administration
- 2-4 years of experience in PR/Corporate Communication/Trade Communication
- Strong relationships with media are a must
- Accountable for his/her own work, ability to work under hard-pressed deadlines (availability to work when the need arises, which may extend to non-office hours occasionally), Should be adept at crisis management
- Excellent communication (verbal & written) skills, high attention to detail
- Ability to use data to build strong PR narratives, and capture marketing opportunities
- Strong knowledge of digital media and current local/global trends in media and sports consumption.
- Proficiency in Hindi and English is a must. Fluency in another regional language of India is a bonus.
- Strong in MS-Office suite.

### **Desirable Experience**

- Experience in trade marketing is a plus
- Willingness to travel within the country and abroad.

### **Job Description & Key responsibilities (as Head of Safeguarding and Child Protection)**

- To act as the central point of contact and lead on all safeguarding and child protection matters related to the Athletes
- To ensure IOA's safeguarding requirements and measures are in line with the local legal and socio-cultural context
- Drafting effective & efficient operational strategies to embed safeguarding and child protection best practices in all the sports associations
- To establish partnerships with key stakeholders, especially national and host city authorities such as the police and social services, as well as civil society organizations with expertise in safeguarding and child protection.
- To carry out a safeguarding risk assessment in consultation with local stakeholders including sports association and develop a Safeguarding Plan to address the identified risks.
- Focus on improving adherence to child safeguarding norms at the national level through liaising with affiliated bodies.
- Coordinate the implementation of the safeguarding plan specific for the Athletes based on the results of the risk assessment and the organizational policies and procedures already in place locally including:
  - Identification and role description of all relevant safeguarding stakeholders
  - Delivering the safeguarding capacity building, education or team briefing sessions
  - A training and capacity building plan for all relevant stakeholders and functional areas whose work involves direct contact with Athletes specially women and child
  - Development and signature of codes of conduct by all relevant stakeholders,
  - Development and implementation of reporting and grievance mechanisms at host city and national levels
  - Building on existing local mechanisms for reporting and case-management, develop and implement case management and support systems for potential victims of harassment, abuse and exploitation, including systems that respond to other welfare concerns such as those related harassment or potential cases of human trafficking linked to the tournament.
- To provide, in collaboration with the Central Govt. and the IOC Liaison Manager, case management support during the Competition should concerns arise about a child or vulnerable adult covered under the scope of the IOA Code of Ethics.
- Building on existing local mechanisms, coordinate referrals to statutory authorities/agencies in the Host Countries or in the country of a foreign national affected during the Competition.
- To liaise with IOA Communications department to respond to any media enquiries related to any safeguarding incidents.
- Develop a final report including issues, lessons learned and recommendations.

\*\*\*\*\*

## 8) ACCOUNTS OFFICER

**Nature of employment:** Full-time contractual for 2 years with 6 months of probation

**Place of posting:** New Delhi

### Key Responsibilities

- Create and implement financial policies to guarantee operational efficiency.
- Preparation of monthly financial accounts through a collection of data; analyzing and investigating variances; summarizing data and trends.
- Provide financial advice and ensure accuracy by studying operational issues; applying financial principles and practices; including identification and recording of accruals/prepayments.
- Process expense claims by employees and other stakeholders of IOA
- Preparation and planning of budgets.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Preparation of Balance Sheet reconciliations and resolution of action items
- Interface with auditors for periodic financial reviews, controls testing and other inquiries
- Prepare payroll of IOA Team
- Support the Head of Finance with year-end accounts and the audit
- Other ad hoc accounting duties as required.

### Essential Requirement

- Post Graduate in Accounting/Commerce-related field
- 5 Years of work experience in Accounting/finance
- Bookkeeping experience
- Work collaboratively in a team environment - able to interact with the team and provide clear concise explanations of complex financial matters
- Problem-solving skills, being proactive and forward-thinking
- Able to work in a fast-paced environment, with a can-do attitude
- IT literate with knowledge of all Microsoft packages and accounting-related software.

### Desirable Experience

- Experience in sports organisation.

\*\*\*\*\*