

School Games Federation of India (SGFI), Lucknow

About SGFI:

The School Games Federation of India (SGFI) is the apex body for organizing and promoting sports activities in schools across India. We aim to foster a culture of sports and physical fitness among school-going children and identify young talent for further development.

Position Overview:

We are seeking an experienced and dynamic individual for the position of Assistant Secretary. The ideal candidate will have a strong background in sports administration and a passion for promoting sports at the grassroots level.

Job Opportunity: Senior Administrative Officer

SGFI is seeking a highly qualified and experienced professional for the position of Senior Administrative Officer to oversee our organizational operations and sports development initiatives

Qualifications:

1. Education:

- Bachelor's degree required; Master's degree in Sports Management or related field preferred
- Diploma in Office Management and Business/Sports Administration is a plus

2. Experience:

- Minimum 10 years of experience in sports administration, preferably in a national-level sports federation or similar organization
- Experience in organizing large-scale sports events at the state or national level
- Proven track record of liaison with government bodies, sports authorities, and educational institutions

3. Skills:

- Excellent organizational and administrative skills
- Strong communication skills (both written and verbal) in English and Hindi; knowledge of other Indian languages is an advantage
- Proficiency in computer operations, including MS Office suite and sports management software
- Familiarity with sports policies and guidelines set by the Ministry of Youth Affairs & Sports and other relevant bodies

4. Other Requirements:

- Thorough understanding of the Indian education system and school sports structure
- Knowledge of various sports disciplines popular in school-level competitions



- Willingness to travel extensively within India

Job Responsibilities:

1. Office Administration:

- Manage day-to-day operations of the SGFI office
- Supervise and coordinate with staff to ensure smooth functioning of all departments
- Maintain official records, documents, and correspondence
- Look into ongoing legal issues of SGFI

2. Event Management:

- Plan, organize, and oversee national-level school games and championships
- Coordinate with affiliated units for the conduct of competitions
- Ensure compliance with safety and fairness standards in all SGFI events

3. Liaison and Networking:

Act as a primary point of contact between SGFI and various stakeholders, including:

- Ministry of Youth Affairs & Sports
- Ministry of Education
- State Education Departments
- National Sports Federations
- Sports Authority of India
- Represent SGFI in meetings, conferences, and forums related to school sports

4. Policy Implementation:

- Assist in formulating and implementing policies for the promotion of school sports
- Ensure adherence to guidelines set by the government and sports authorities
- Contribute to the development of new initiatives to enhance participation in school sports

5. Team Management:

- Oversee the selection and preparation of school teams for international competitions
- Coordinate with coaches, managers, and support staff for team logistics and training

6. Financial Management:

- Assist in budget preparation and financial planning for SGFI activities
- ACTC budget
- Ensure proper utilization and accounting of funds as per government norms

7. Promotion and Outreach:

- Develop strategies to increase participation in school sports across the country
- Collaborate with media to enhance the visibility of school sports events
- Engage with sponsors and partners to support SGFI initiatives

8. Talent Identification and Development:



- Implement programs for identifying young sporting talent in schools
- Liaison with national sports federations for further development of talented athletes

Salary and Benefits:

- 50,000/month
- Opportunity to work with a leading sports organization
- Travel allowance for official duties
- Opportunities for professional development and networking in the sports industry
- Opportunity to work with a leading sports organization
- Professional growth and development opportunities
- Collaborative and dynamic work environment

Interested candidates who meet the above criteria are encouraged to submit their detailed resume, along with a cover letter, to info23-27@sgfi.org in with the subject line "Application for Senior Administrative Officer ". **Please be aware that only candidates who are shortlisted will be invited for an interview.**

Application Deadline: on or before 19th October,2024

SGFI is an equal opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of race, color, religion, gender, sexual orientation, national origin, disability, age, or veteran status.

