



VACANCY

COORDINATOR – INTERNATIONAL CRICKET

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket.

Main Job Responsibilities

- Coordination and implementation of all SLC policies related to International Cricket under the directions of Head of International Cricket (HOIC)
- Coordinating International Inbound and Outbound tour related activities with member countries and associates. Coordination of junior tours with corresponding boards with advice of HOIC
- Liaising with the Marketing Department and briefing them on yearly planned activities
- Maintain a daily diary for activities
- Formulating yearly event/program calendar
- Assist HOIC in formulating budgets for Inbound and Outbound international tours
- Attend to any other duty as directed/requested/required by the SLC

Required Qualifications & Experience

- A Degree/Diploma in the selected field or discipline
- Excellent communication skills in both oral and written English plus Sinhala are mandatory (Exceptional letter writing skills in English is essential)
- Strong computer literacy (MS excel, word and power point) and should be tech-savvy
- People management skills
- Knowledge of the game, experience in cricket related administration work and knowledge in secretarial functions would be an added advantage
- Should be prepared to work long hours and possibly on holidays

An attractive and negotiable remuneration package with other benefits await the right candidate.

All applications should be forwarded to **vacancies@srilankacricket.lk** along with the names of two non-related referees within 7 days from the date of this advertisement

**Please mention the post applied for on the subject line of the email*

**Please ensure all employment criteria is met prior to applying*

**Human Resources Dept. Sri Lanka Cricket,
No. 35, Maitland Place, Colombo 7**