



UGANDA CRICKET ASSOCIATION

Uganda Cricket Association (UCA) is the body charged with running the game of Cricket in Uganda.

UCA is seeking to recruit a Chief Executive Officer (CEO) to implement the Association's immediate and long term strategic plans as developed by the Board.

POSITION: CHIEF EXECUTIVE OFFICER

The CEO will report directly to the Board of UCA through the Chairman.

JOB DESCRIPTION:

The following will be the duties and responsibilities of the CEO:

- Prepare and implement the approved Development, Operational, Strategic and Business Plans for UCA.
- Prepare budgets and reports on operational and financial performance.
- Manage the administration and day-to-day activities required to meet the strategic plan and corporate governance structure.
- Prepare annual business plans for UCA, make recommendations and assist the Board in developing long term strategies.
- Promote and develop common goals and objectives with all stakeholders and partners of UCA. Liaise with and strengthen links with sponsors, partners, central government, local district sports heads, schools, cricket clubs and cricketers.



- Liaise with international cricketing organisations, particularly the International Cricket Council (ICC), the Africa Cricket Association (ACA) and regional national cricket associations.
- Implement the ICC's high performance program in cooperation with the National Teams Committee
- Ensure the implementation of all the development programs.
- Organise Annual General Meetings, as well as other General Meetings, and ensure preparation of the Annual Reports.
- Manage the Secretariat Office and the Support Staff, including leading the team in meeting the objectives set out in the strategic plan, undertaking a staff appraisal and development programme and overseeing the performance and conduct of all UCA staff.
- Oversee the management and administration of all UCA Finances and Resources in conjunction with the Finance Committee.
- Oversee the marketing, sponsorship and communication of all UCA activities in conjunction with the Marketing & Sponsorships Committee, including developing new partnerships and attracting new sponsors.
- Promote UCA's profile with ICC, sponsors, funders and key stakeholders.
- Establish and run a central cricket academy.



SKILLS AND QUALIFICATIONS:

The ideal candidate will have the following skills and qualifications:

- A University Degree or equivalent academic qualification, with a minimum of five years working experience in a senior managerial position.
- In-depth knowledge of the game of cricket, both locally and internationally, with proven international contacts.
- Knowledge regarding the governance of cricket.
- Computer skills; able to work with basic programs like Word, Excel and Powerpoint.
- Highly developed communication and project management skills.
- Strong team player and team builder.
- Innovation and creativity in the development of strategies and programmes, and in managing relationships.
- Strong organisational and administrative skills.
- Flexibility in working hours i.e. able to work after official working hours and on weekends.
- Ability to travel widely, both locally and internationally.



TERMS OF EMPLOYMENT:

- Three year contract, which will be renewable once for the same period.
- Annual review of terms based on performance targets.
- Attractive salary, annual bonus based on performance targets, health insurance and transport (car) allowance.

NOTICE TO INTENDED CANDIDATES:

Interested candidates should submit a sealed cover letter and resume, **with at least two references** to the following address:

**The Chairman
Uganda Cricket Association
P. O. Box 8346
Kampala, Uganda**

This can be submitted through any of the three channels below **before 23rd February 2018.**

1. Hand deliver to UCA's Headquarters located at National Council of Sports Headquarters, Lugogo Indoor Stadium Complex.
2. Email to info@ugandacricket.com Applications submitted by email should be pdf documents.
3. Post to the UCA address above.