



# MALAWI CRICKET UNION

[www.malawicricket.org](http://www.malawicricket.org)

[@mwcricket](https://twitter.com/mwcricket) / [Facebook - @thecricketacademy.mw](https://www.facebook.com/thecricketacademy.mw)

## Job Advert for the Chief Executive Officer (CEO) of the Malawi Cricket Union (MCU)

The Malawi Cricket Union (MCU) is the official governing body for cricket in Malawi.

The Cricket Academy (TCA) is the development partner of the MCU.

MCU is seeking to recruit a Chief Executive Officer (CEO) to implement MCU's & TCA's immediate and long term strategic plans as developed by the Board in partnership with The Cricket Academy and the International Cricket Council (ICC).

POSITION: CHIEF EXECUTIVE OFFICER (CEO), MALAWI CRICKET UNION

The CEO will report directly to the MCU Executive Board through the President.

**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 MCU & TCA.
- 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 MCU & TCA, make recommendations and assist the Board in developing long term strategies.
- Promote and develop common goals and objectives with all stakeholders and partners of MCU & TCA. Liaise with and strengthen links with sponsors, partners, central government, local district sports heads, schools, cricket clubs and cricketers.
- Liaise with international cricketing organizations, particularly the International Cricket Council (ICC), the Africa Cricket Association (ACA), the Africa Cricket Confederation Region 5 and regional national cricket associations.
- Implement the ICC's high-performance program in cooperation with The Cricket Academy.
- Ensure the implementation of all the development programs in cooperation with The Cricket Academy.
- Preparation of the Annual Reports for presentation at Malawi Cricket Union AGMs.
- 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 program and overseeing the performance and conduct of all MCU & TCA staff.



- Oversee the management and administration of all MCU & TCA Finances and Resources in conjunction with the Finance Committee.
- Oversee the marketing, sponsorship and communication of all MCU & TCA activities in conjunction with the Marketing & Media Committee, including developing new partnerships and attracting new sponsors.
- Promote MCU's & TCA's profile with ICC, sponsors, funders and key stakeholders.

### SKILLS AND QUALIFICATIONS:

The ideal candidate will have the following skills and qualifications:

- A University/College Degree or equivalent academic qualification, with a minimum of five years working experience in a senior managerial position.
- Must have a minimum of five years international cricket / first class cricket playing/coaching experience at ICC Associate level or above.
- Must be a minimum Level 3 Cricket South Africa / England Cricket Board / Cricket Australia or equivalent, qualified coach
- In-depth knowledge of the game of cricket 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 programs, and in managing relationships.
- Strong organizational and administrative skills.
- Flexibility in working hours i.e. able to work after official working hours, weekends & public holidays.
- Ability to travel widely, both locally and internationally.

### TERMS OF EMPLOYMENT:

- Three-year contract, with option to renew for the same period.
- Annual review of terms based on performance targets.
- Attractive salary, annual bonus based on performance targets, health insurance, transport (car) allowance & accommodation.

### NOTICE TO INTENDED CANDIDATES:

Interested candidates should submit via email a cover letter and resume, with at least three references presented professionally, address to,

The President  
 Malawi Cricket Union  
 C/O The Cricket Academy  
 Private Bag 211, Brereton Drive  
 Blantyre Malawi

This should be email to the address below before **12:00 noon on 20<sup>th</sup> March 2018.**

[cricket.malawi02@gmail.com](mailto:cricket.malawi02@gmail.com)

