

Career Opportunity



**Bangladesh
Cricket Board**

Ref No: BCB/Admin/HRD/2024/706

Date: October 30, 2024

The Bangladesh Cricket Board (BCB) is a high-profile national sports organization responsible for governing and developing the game of Cricket in Bangladesh. Keeping in line with its international standing, the BCB is seeking applications from qualified individuals for the following position of BCB for **immediate appointment**:

Position : Venue Manager/Venue In-Charge

Job Location : Any cricket venue in Bangladesh.

Key Responsibilities :

- i. Manage all tasks related to the maintenance and development of the facilities at the venue.
- ii. Coordinate with the curator with relation to ground allocations and maintenance of the ground.
- iii. Ensure proper maintenance of BCB facilities, including dressing rooms, indoor facilities, and other infrastructure at the venue.
- iv. Manage and control the human resources at the venue.
- v. Devise, maintain and manage a detailed and up to date fixed assets register for the venue.
- vi. Coordinate with the BCB Grounds and Facilities Management departments, through line managers for any requirements of the venue.
- vii. Actively participate in the coordination of all Cricket Tournaments / Events organized by the BCB within the district / adjacent districts of the venue.
- viii. Ensure the utility services (i.e. Water Supply, Electricity, etc.) are in order at the venue.
- ix. Maintain close contact with the law enforcing agencies and local government administration.
- x. Ensure venue security during normal and match times.
- xi. Any other responsibility as assigned by the Board from time to time.

Qualifications :

Minimum Graduate in any discipline. Educational qualification may be relaxed for the candidates having cricketing background.

Other requirements :

- Must possess strong communication and report writing skills in both Bangla and English.
- Should have proficient computer skills, including effective use of MS Office packages.
- Must be hardworking and willing to work extended hours when necessary.

The interested candidates are requested to send their CV mentioning position on the top of the envelope along with 02 (Two) recent passport size photographs to the **Chief Executive Officer**, Bangladesh Cricket Board, Sher-e-Bangla National Cricket Stadium, Mirpur-2, Dhaka 1216 on or before **14th November, 2024**. Application should be accompanied by 02 (Two) references. Only the short listed candidates will be called for an interview.