



THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

JOB OPPORTUNITY

Job Description: Chief Administrative Officer (CAO) of the Hyderabad Cricket Association

Reports To: Chief Executive Officer (CEO) of Hyderabad Cricket Association

Location: Hyderabad

Employment Type: Full-Time

Role Overview

The Chief Administrative Officer (CAO) is responsible for overseeing the day-to-day administrative, operational, and governance functions of the Cricket Association. Reporting directly to the CEO, the CAO ensures efficient organizational management, regulatory compliance, stakeholder coordination, and smooth execution of all cricketing and non-cricketing operations.

The role requires strong leadership, governance expertise, operational discipline, and a deep understanding of sports administration.

Key Responsibilities

1. Administrative & Operational Leadership

- Oversee all administrative functions of the Association.
- Ensure smooth execution of domestic tournaments, events, and cricket operations.
- Supervise office operations, facilities, and support services.
- Develop and implement operational policies and standard operating procedures (SOPs).

2. Governance & Compliance

- Ensure compliance with national cricket board regulations, government laws, and statutory requirements.
 - Maintain governance frameworks aligned with best practices in sports administration.
 - Ensure proper documentation, record-keeping, and reporting standards.
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Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039 Telangana State

E-mail: hycricket@rediffmail.com, website: www.hycricket.org

Estd. 1934



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3. Tournament & Event Administration

- Oversee planning and execution of domestic matches and tournaments.
- Coordinate logistics, venue management, officials, and team support.
- Ensure operational readiness for matches and events.

4. Stakeholder Management

- Act as a key liaison between the Association, clubs, district units, players, officials, sponsors, and governing bodies.
- Address administrative grievances and ensure effective communication.
- Support sponsorship and partnership activities from an operational perspective.

5. Infrastructure & Facilities Management

- Supervise maintenance and development of stadiums, grounds, and training facilities.
- Coordinate infrastructure upgrades and vendor management.

6. Strategic Support to CEO

- Assist the CEO in executing strategic plans.
- Provide operational insights for long-term development programs.
- Lead / execute projects as assigned by the CEO.

Key Competencies

- Strong leadership and team management skills
- Deep understanding of sports governance and administration
- Excellent organizational and operational planning ability
- Strong stakeholder management and communication skills
- Financial and compliance awareness

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- High integrity and ethical standards

Qualifications & Experience

- Master's/Bachelor's Degree in Accounting, Business, Engineering or any related field required.
 - At least 10-15 years of relevant work experience preferably in multinational companies/ sports organisations/ public sector
 - companies
 - Prior experience in sports associations, federations, or governing bodies preferred.
 - Proven experience in governance, compliance, and operational leadership.
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- Profile Submission Deadline: [17/2/2026]
- Submission Method: [Mail and by hand in the Inwards section]
- Contact Person:(Mr. Sami Ali)
- Contact Number:(7674900509)
- Email: [hydcaupdates@gmail.com]

Hyderabad Cricket association (HCA) reserves the right to accept or reject any proposal without assigning any reason thereof.