



Job Description

1. Job Details:

Position Title:	Assistant Project Manager – Digital & Media	Job Code:	N/A
Reports to:	Project Manager – Digital & Media	Department:	Digital & Media

2. Job Dimensions:

Annual Operating Budget/Project Budget:	NA	
Number of Staff Supervised:	Age: Less than 35 years	NA

3. Role Purpose:

<ul style="list-style-type: none">• To contribute and support the planning and execution of projects across BCCI and IPL digital landscape• Taking lead over various project aspects to help implement project goals as directed by the project manager and/or senior personnel within the BCCI leadership hierarchy• Communicating with stakeholders (internal & external) regarding project needs and goals• Scheduling meetings, generating RFPs (Request for Proposals), RFQs (Request for Quotations) and maintaining project documents and reports.
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4. Key Accountabilities:

<ul style="list-style-type: none">• Work directly with Project manager – Digital & Media to help implement BCCI and IPL project goals• Manage BCCI & IPL Content management system• Ability to create, draft and edit RFQ (Request for Quotations) and RFP (Request for Proposals) as per requirement• Communicating with stakeholders regarding project needs and goals.• Contributing to the planning and development of projects.• Supporting the coordination and management of projects.• Researching information as required.• Performing administrative tasks such as preparing invoices, estimates, presentation proposals/decks, scheduling meetings, etc.• Keeping track of and reporting on project progress.• Completing any tasks assigned by the Project Manager in an efficient and timely manner.• Complete relevant research work for the projects by gathering knowledge and information from the available resources.• Keep track of digital trends, insights, analytics (Web and Social) to create content around them and analyse the results of work.• Handling official social media accounts for BCCI & IPL digital properties.• Escalation of issues, as appropriate to project stakeholders/ management.



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5. Operating Environment:

- Mumbai-based role.
- Must be willing to meet work expectations and deal with stakeholders after hours.

6. Communication & Working Relationships:

- Project Manager – Digital & Media
- GM – Operations
- CEO (Interim) – BCCI & COO - IPL

7. Decision Making:

- High

8. Qualifications, Experience, Knowledge & Skills:

- Bachelor's degree in Computing/Communications/Business Management/ Marketing or relevant field
- 4+ years' experience in Computing/Communications/ Business Management/ Marketing or relevant field
- Previously proven and successful experience in project management or a similar role.
- Proficiency in Microsoft Office and project management software (JIRA, Trello, Slack, etc.)
- A good knowledge of cricket or a high-level sports eco-system
- Highly organized and able to multitask.
- Verifiable leadership experience and capabilities, with past successful project execution
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.
- Proven ability to generate and deliver reports that provide useful insight into project details
- Excellent communication and organizational skills

9. Competencies:

- Customer focus - ability to work with external stakeholders
- Can work effectively in a multi-cultural environment
- Strong attention to detail and problem-solving skills.
- Ability and desire to work collaborative to ensure successful project execution
- Ability to prepare and implement operational procedures
- Strong team player



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Applications should be submitted by **11.59 pm** on **9th December 2022** at **recruitment@bccci.tv**

All applicants are hereby instructed to mention the specific role they are applying for in the subject of the email.