

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
JOB DESCRIPTION FORM**

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** Sports Coordinator
- 1.2 **Position level:** P3
- 1.3 **Major Group:** Sports & Youth Services Group
- 1.4 **Sub-Group:** Sports Services
- 1.5 **Job Code No.:** 17.760.02
- 1.6 **Job Location: (Complete as appropriate):**
Ministry: Education; Department: Department of Youth, Culture & Sports; Division: Games & Sports; Section: _____; Unit: _____.
- 1.7 **Title of First Level Supervisor (Official title of the Supervisor):**
Joint Director
-

2. PURPOSE, DUTIES AND RESPONSIBILITIES (Describe the purpose, duties and responsibilities, indicating what is done and how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the position. Duties should be presented in decreasing order of relative importance):

Purpose: To administer and monitor the day-to-day functions of the sections. They will enhance the efficiency of the office as they are specialized in their respective areas.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none"> ▪ Execute daily administration and management of the office and staff ▪ Promote, develop and strengthen games and sports in schools all over the country ▪ Develop and prepare annual and Five-year plan including human resource 	

<p>and facilities development</p> <ul style="list-style-type: none"> ▪ Plan programs and activities including annual budgeting and accounting of the activities and programs ▪ Design programs such as workshops, trainings, competitions and coaching camps periodically ▪ Supervise and monitor activities in schools and Dzongkhags from time to time and accordingly provide guidance and feedback ▪ Attend meetings, seminars, workshops and conferences both at National and International levels ▪ Liaise with different sports organizations at National and International level ▪ Design and develop reference books, coaches manual, rulebooks etc for school coaches and games teachers ▪ Make field visits to schools and sport organizations/institutes to discuss and plan programs and activities ▪ Be a resource person during workshops, trainings and refresher courses ▪ Evaluate programs/activities and accordingly prepare future plans and programs ▪ Conduct tests and interviews for new recruits ▪ Prepare project proposal to raise fund from national/international organizations and NGOs 	
---	--

3. **KNOWLEDGE AND SKILLS REQUIRMENTS** *(Minimum requirement for performance of work described (Level of Education, Knowledge, Skill and Ability):*

3.1 Education:

Bachelors degree in Sports Administration and Management and knowledge in Physical Education and other sports.

3.2 Training:

Must have attended a course on management other than the qualification acquired.

3.3 Length and type of practical experience required:

Should have been an Asst. Sports coordinator of a school/institute/college/sport organization for at least 4- years as Sr. National Coach. It is a prerequisite for the person to have been a sportsman/coach/sport official in any of the disciplines for a reasonable period of time. Must have experience in dealing with a wide range of people in the society or equivalent experience.

3.4. Knowledge of language(s) and other specialized requirements:

Should have a good command over English and Dzongkha while knowing other dialects would be of advantage. The person should also be computer literate.

4. COMPLEXITY OF WORK (Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work):

Tasks are intricate and at times, sensitive as the person has to deal with a large number of schools, students, coaches and sport officials. Work would consist of daily administration of office, planning and execution of programs, budgeting and looking after the supply and development of physical structures, etc. The person will often have to take critical decisions. Besides making decisions the person has to be creative and innovative to bring about dynamism in the arena of sports.

5. SCOPE AND EFFECT OF WORK (Describe the breadth of work performance and the effect the work has on the work of others or on the functions of the organization):

As a Coordinator the person's input will have great impact on the quality of games and sports in all the schools in the country. The person will be the focal person for all other sport organisations, departments and international bodies, when it comes to games and sports. He/she is fully responsible for promotion and development of sport programs in

schools and country as a whole. Often the person will need to deal with high level officers to get approval and sanction of important matters relating to government plan and policy.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions (*Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated*):

Instructions and guidelines mostly pertaining to administrative matters will be available from the head of the Department. Instructions and guidelines pertaining to technical matters may also be made available. Policy making and planning may be done by the person in consultation with the superior. All the work undertaken by this person will be reviewed and evaluated by the superior.

6.2 Guidelines (*Indicate what written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

7. WORK RELATIONSHIPS (*Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*):

The person needs to have good communication skills and public relations since the person needs to deal with a wide range of people. Often the person has to deal with other agencies to justify his proposals and defend decisions that he makes. Sometimes the person may be involved in negotiating transactions with international agencies.

8. SUPERVISION OVER OTHERS (*Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised*):

The person has to interact with the coaches on a daily basis and often times even with the athletes. This task will be taken up in the capacity of a technical expert since this

person will provide technical advice only. Their supervisory role can also extend to the schools in the area of school sports.

9. JOB ENVIRONMENT *(Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions):*

This job does not demand too much physical involvement. The person may need to walk when on field trips to the semi-urban and rural areas of the country to see sport programs and sport facilities. This job mostly involves office work as opposed to physical work. Plans, proposals and ideas emanate from this person before they are implemented in the field.