

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Chief Sports Administrator
- 1.2 Position level: P1
- 1.3 Major Group: Sports and Youth Services Group
- 1.4 Sub Group: Sports services
- 1.5 Job Code No.: 17.760.01
- 1.6 Job Location (*Complete as appropriate*):
Ministry: [Education]; Department: [DYCS]; Division: [GSD];
Section: _____; Unit: _____.
- 1.7 Title of First Level Supervisor (Official title of the Supervisor): 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: The General Manager/Chief Sports Administrator provides overall guidance and management of administrative as well as certain technical matters related to sports within the Division. The General Manager/Chief Sports Administrator provides guidance to enable and strengthen sports and to ensure their independence and continuity and thus enable sports to fulfill the educational role incumbent upon them.

DUTIES AND RESPONSIBILITIES	% of Time
<ul style="list-style-type: none"> • Manage the general administration of the sports office by way of providing advice and guidance in various matters related to its administration. Some examples are; property management, preparation of budgets, procurement of office materials and overseeing maintenance and refurbishment of sport infrastructures/facilities. 	50
<ul style="list-style-type: none"> • Monitor the activity of the various Coordinators and the coaches to ensure they carry out their responsibilities efficiently and effectively. 	30
<ul style="list-style-type: none"> • Ensure that the various administrative activities of the sports office are effectively carried out and are completed within set budget parameters. 	20
<ul style="list-style-type: none"> • Attend to any other tasks assigned by Superiors. 	
<ul style="list-style-type: none"> • Propagate the fundamental principles of sports such as team work, cooperation, collaboration etc. 	
<ul style="list-style-type: none"> • Encourage the development of high performance sport as well as sport for all. 	
<ul style="list-style-type: none"> • Fight against the abuse of substances that enhance performance. Ensure that Bhutanese athletes abide by the World Anti-doping Agency (WADA) rules and regulations. 	
<ul style="list-style-type: none"> • Cooperate with governmental and non-governmental sports bodies for the promotion of sports. 	

3 **KNOWLEDGE AND SKILL REQUIREMENTS** *(Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability):*

- 3.1 **Education:** A Masters Degree that is relevant to the nature of work such as Public Administration or educational administration.
 - 3.2 **Training:** Some additional training in Administrative Management is desirable – for example, in the form of short courses or part-time courses.
 - 3.3 **Length and type of practical experience required:** Should have practical experience in an intermediate administrative role for a minimum of 4 years in position level P2 or equivalent experience. Should also have had experience as a sportsman in school/college. Should have represented the school/college/national team in any sporting discipline or equivalent experience.
 - 3.4 **Knowledge of language(s) and other specialized requirements:** The person should have good written and spoken Dzongkha and English; have full knowledge of the BCSR & Financial Manual and possess sound analytical ability and good interpersonal skills. The person should also have a good knowledge on several sporting disciplines as well as knowledge on kinesiology (anatomical and physiological fundamentals of human motion) and fundamentals of biomechanics. Strong communication, problem solving and evaluation skills and polite behavior are required.
4. **COMPLEXITY OF WORK** (*Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work*):

This position requires the person to be a very good planner that involves drawing up vision and mission statements, objectives and designing programs. Also involved are determining the priority needs of sport and creating strategic plans.

This position also requires the person to be a problem solver where the person has to recognize and define the problem, then analyze and clarify the problem, seek alternative solutions to clarify the problem, choose solutions and implement solutions and conduct evaluative tasks. The person also needs to be a good decision maker. Decision making may involve decision by authority without

group discussion, decision by authority after group discussion, decision by minority rule, decision by majority rule and decision by consensus. The person also has to be an effective communicator. The person has to communicate in order to influence or affect others. In the world of sports, communication between athlete, coach and administrator is essential if excellence is to be achieved. Competitive sports in the sports arena culminates in participation in the Olympic Games, Asian Games, South Asian Federation Games, Afro Asian Games and others and thus constant communication has to be maintained with the Secretary General of the Bhutan Olympic Committee and the General Secretaries and Presidents of the National Sport Federations. The person also has to be a strong facilitator and coordinator to ensure smooth completion of all administrative tasks.

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

How this person functions affects the work of the coaches and the athletes to a large extent. In sports a wide range of professionals such as a sports chiropractor, massage therapist, orthopedic surgeon, nutritionist, physiotherapist, sports psychologist to name a few besides the coach can be involved. Each has a specific role to play on the athlete. Since the athletes are the focus of performance, this person has to be in constant touch with these specialists. Prior to this, the person is involved in the identification and selection of such professionals. Regular meetings and discussions on individual athletes has to be conducted so that athletes are provided the utmost care to enable them to perform their best (mentally and physically).

The person also has to manage the daily administration of the sports office which is important for the effective functioning of the system as a whole.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

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

This position requires little supervision but instructions may be given by the Director, Secretary General of the Bhutan Olympic Committee and the General Secretaries and Presidents of the National Sports Federations. More than instructions, this work calls for frequent meetings between the coaches, General Secretaries and the person. It is an area where work has to be done in collaboration and cooperation.

Otherwise, work is mostly carried out as per the available guidelines and directives of the Director. Work will be reviewed and evaluated through regular performance appraisals.

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

As far as general administrative procedures are concerned the BCSR, policy documents and Financial Manual are the guidelines available for the person. On the issue of sports itself there is no written guideline and thus the person has to refer to other sources of sport management. The person would be required to interpret, adapt and develop new guidelines as and when required.

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

As noted earlier this position is required to maintain contacts with a wide range of professionals. Since the subjects involved are the athletes, timely meetings and discussions on athletes are required. The frequency of the meetings and discussions will increase during the time of preparation for competitions and tournaments. The coaches, Secretary General of the BOC, General Secretaries of the National Sports Federations, the Director and the person will have to maintain close links and contact. Without this, achievement in an area like sports cannot be achieved. Further, close contact also has to be maintained with other regional and international sporting bodies.

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

The General Manager/Chief Sports Administrator directly supervises the coordinators and the coaches. The person provides guidance and advice to the coordinators and the coaches and may also seek suggestions from them. Very often the person also has to get into contact with the athletes especially when informing them about what is expected of them when participating in competitions outside the country and other Government policies.

Occasionally the person may be required to supervise volunteers since sporting events have a lot of volunteers.

9. **JOB ENVIRONMENT** *(Describe physical exertion 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 really call for any physical exertion. However, the person can be subjected to a lot of mental tension and pressure especially when athletes go out to compete as there are people back home who want results and want answers when results have not been achieved.