

# Career Opportunity



Bangladesh Cricket Board

Ref No: BCB/Admin/HR/2026/.....

Date: February 05, 2026

The Bangladesh Cricket Board is the national governing body for cricket in Bangladesh, responsible for the promotion and development of the game at all levels. With a dynamic and fast-growing cricket ecosystem, BCB plays a pivotal role in shaping the future of the sport nationally and internationally.

## Position Title : Assistant Manager, Match Officials Administration

Organization: Bangladesh Cricket Board (BCB).

Location: Dhaka, Bangladesh.

Reports to: Manager, Match Officials.

Employment Type: Full-Time.

### Position Overview :

Provides administrative and operational support to the Match Officials Department, ensuring timely appointments, payments, and records management in compliance with BCB and ICC standards.

### Key Accountabilities :

#### 1. Administrative Coordination

- Coordinate and update MO database - qualifications, match histories, performance data, contact details, passport, payment information, and photos.
- Prepare appointment letters, contracts, and confirmations for officials.
- Handle correspondence with officials and regional associations.
- Coordinate the supply and distribution of match officials' kit, uniform, radios, and other resources.
- Coordinate and update MO database - contact details, passport, payment information, and photos.
- Coordinate and supply venue accreditation passes for relevant match officials.

#### 2. Appointments & Scheduling Support

- Assist Manager in coordinating appointments for domestic and international matches.
- Prepare and circulate match officials' schedules.
- Track attendance, availability, and last-minute substitutions.
- Appoint MO Liaison Officers (one) to each BCB international series.

#### 3. Financial & Budgetary Support

- Manage payment processes for officials (fees, travel allowances, per diems).
- Support budget preparation for the Match Officials Department.
- Ensure accurate financial documentation for audits and reporting.

#### 4. Logistics & Operations

- Coordinate travel, accommodation, and match-day logistics for officials.
- Liaise with venues, tournament administrators, and regional cricket bodies.
- Ensure all officials have access to playing conditions and updated regulations.
- Implement and manage match officials' reward and recognition program.
- Ensure the BCB match officials' public social media is up to date with news events and significant appointments. (BCB MO web page and other social media pages).

#### 5. Governance & Integrity

- Ensure compliance with ICC and BCB integrity protocols.
- Assist in implementing disciplinary actions as directed.
- Maintain confidentiality of sensitive records and performance data.

#### 6. Stakeholder Liaison & Reporting

- Act as BCB's key contact with BCB/ICC/ACC on umpiring and officiating matters.
- Generate periodic reports on appointments, payments, and official utilization.
- Communicate effectively with officials regarding schedules, policies, and updates.
- Provide administrative updates to Manager, Match Officials.

### Qualifications & Experience:

- Bachelor's degree in Business Administration, Sports Management, or related field.
- 3-5 years' experience in sports administration, HR, or logistics.
- Knowledge of cricket officiating systems desirable.
- Strong understanding of budget administration and record-keeping.
- Familiarity with ICC and BCB governance frameworks an advantage.

The interested candidates are requested to send their CV along with a forwarding letter mentioning expected salary and 01 (One) recent photographs to the Chief Executive Officer, Bangladesh Cricket Board, Sher-e-Bangla National Cricket Stadium, Mirpur-2, Dhaka 1216 at the email: [job@bcb-cricket.com](mailto:job@bcb-cricket.com) on or before 17 February 2026. Only the short listed candidates will be called for an interview. Please mention the position of the application applied for on the top of forwarding letter.