

Job Title: Sports Associate (Sports Administration & Management)

Positions vacant – 1 no.

Location: NOIDA, UTTAR PRADESH

Reporting to: President / Chief Executive Officer

Job Summary: The Sports Associate will be responsible for assisting in the day to day operations like planning, execution, and development of weightlifting programs, competitions, and athlete support services under the Indian Weightlifting Federation. The role involves coordination with athletes, coaches, officials, and stakeholders to ensure smooth operations and the promotion of the sport at all levels.

Key Responsibilities:

- Event & Competition Management:
- Will be able to handle the correspondence independently.
- Assist in organizing national and international weightlifting events. Coordinate with state associations, venues, and officials for smooth event execution in consultation with the Senior staff members.
- Ensure compliance with international and national weightlifting regulations in consultation with the Senior staff members.
- Handle logistics, registrations, for the national and international competitions in consultation with the Senior staff members.
- Filing of office records.

Athlete & Coach Coordination:

- Maintain athlete records, performance tracking, and ranking updates. Assist in athlete training camps and development programs.
- Facilitate communication between athletes, coaches, and federation officials.
- Data entry during the selection process and trials of the national teams, Khelo India Zonal Women's Ranking Tournaments, Khelo India Youth Games, Khelo India University Games, National Games and National Championships.

Administrative & Technical Support:

- Prepare reports, presentations, and documentation related to events and athlete performance.
- Assist in grant of applications and sponsorship proposals.
- Assist in costing of ACTC, budgeting for International Championships in consultation with the Senior staff members.
- Coordinate anti-doping compliance and testing protocols in consultation with the Senior staff members.
- Work with technical committees to implement training and coaching standards in consultation with the Senior staff members.

Federation Operations & Development:

- Handling of database of grassroots initiatives and weightlifting awareness programs.
- Assist in managing federation memberships and registrations.
- Help in implementing government policies related to weightlifting.

- Maintenance of various administrative and financial compliance books of the Federation.

Key Requirements:

Qualifications & Experience:

- Master Degree in Sports Management / Administration.
- 1-3 years of experience in sports administration, preferably in weightlifting or strength sports.
- Familiarity with Indian and international weightlifting regulations (IWF, IOA, SAI, etc.).
- Familiarity with the RFP. tendering, vendor management and documentation for managing the end-to-end process of preparing, submitting, and coordinating proposals and bids for procurement and services with Government compliance corresponding to procurement regulations and internal policies.

Skills & Competencies:

- Strong organizational and event management skills.
- Good communication skills (Hindi & English; regional languages are a plus).
- Proficiency in MS Office, data management, and digital event tools.
- Passion for weightlifting and knowledge of the sport.
- Ability to work in a team and under pressure during events.

Salary & Benefits:

- Competitive salary as per industry standards.
- Opportunity to work with top athletes and sports professionals.
- Travel and accommodation benefits for official assignments.

TA/DA: Entitlement as per Indian Weightlifting Federation norms only.

Leave: He / She will be entitled for 18 days leave in a calendar year on a pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her absence for a period of beyond 18 days in a year. The un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

Post your resume / bio-data along with attested copies of educational, professional certificate, experience letter, if any, salary receipt (last salary drawn) / Form 16 upto 13th June 2025 to:-

The Chief Executive Officer,
Indian Weightlifting Federation
C-2/18, Sector – 31, Noida, Uttar Pradesh 201301
Telephone – 0120-4541605
Email – id – recruit.iwlf@gmail.com