



## **POSITION DESCRIPTION**

### **ASSISTANT PROJECT OFFICER (APO)**

#### **1. Position**

Assistant Project Officer (APO)

#### **2. Reporting**

AFI Management

#### **3. Responsibilities**

- i) All work related to obtaining Visa and Air Travel of athletes/coaches/officials
- ii) Data simulation of all athletes & coaches
- iii) Coordination with Athletes/Coaches/Stake holders
- iv) Operational work

**No. of Posts** - 01 (One)

#### **ATHLETICS FEDERATION OF INDIA**

Athletics Federation of India (AFI) is the National Sports Federation for the sport of Athletics in India. AFI is affiliated to the World Athletics, Asian Athletics Association and Indian Olympic Association.

#### **Qualification**

- Minimum Graduate.
- Knowledge of Travel and Tourism and visa.
- Good Computer Knowledge including MS-Office.
- Good Working knowledge of English.

#### **Experience**

- Minimum 1 years in sports organization

#### **Age**

Should be below 35 years of age.

#### **Salary**

- Depending upon experience / negotiable.

Interested Candidates may send their complete curriculum vitae through E-mail :

[indianathletics@gmail.com](mailto:indianathletics@gmail.com), Last date for receipt of applications: 15<sup>th</sup> May, 2022 5:00pm.