

Assistant Sports Director

Department of Sports – Saint Kitts and Nevis

Position Overview

The Assistant Sports Director supports the Director of Sports in leading, managing, and developing national sports programs across St. Kitts (and collaboratively across the Federation where required). The role focuses on strategic implementation, operational oversight, athlete development, facility management, and stakeholder coordination to promote sports participation and excellence.

The Assistant acts on behalf of the Director when required and ensures that departmental objectives align with national development goals.

Key Duties & Responsibilities

1. Strategic & Administrative Leadership

- Assist in developing and implementing the Department's strategic and operational plans.
- Support policy formulation for sports development, youth engagement,
- Oversee execution of government sports initiatives.
- Prepare reports, briefs, and performance evaluations for senior officials and the Ministry.
- Act as Director in his absence.

2. Program Development & Management

- Coordinate national sports development programs (grassroots to elite).
- Supervise community sports outreach initiatives.
- Evaluate program outcomes and recommend improvements.
- Manage the Anti-doping programme

3 Facility & Infrastructure Oversight

- Assist in overseeing the management of national sporting facilities.
- Coordinate scheduling and maintenance of facilities.
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- Ensure facilities meet safety and regulatory standards.
- Support infrastructure improvement and capital development projects.

4 Stakeholder & Federation Coordination

- Liaise with National Sports Associations and Clubs.
- Coordinate with schools, community groups, and private partners.
- Represent the Department at meetings, workshops, and regional forums.
- Foster partnerships with regional bodies (e.g., CARICOM sports initiatives).

5 Athlete & Talent Development

- Support identification and nurturing of athletic talent.
- Coordinate coaching education and certification programs.
- Promote inclusive participation (women, youth, and persons with disabilities).

6 Financial & Resource Management

- Assist with preparation and monitoring of departmental budgets.
- Oversee procurement of sports equipment and supplies.

7 Human Resource Supervision

- Supervise Sports Officers, Coaches, and Administrative Staff.
- Conduct performance evaluations and recommend training needs.
- Promote professional development within the Department.

Qualifications & Experience

Education:

- Bachelor's degree OR

- 5–10 years' experience in sports administration or program management.
- Experience in leadership or supervisory roles.
- Familiarity with Caribbean sports systems is an asset.

Key Competencies

- Strategic planning and organizational leadership
- Strong communication and stakeholder management
- Budgeting and financial oversight
- Knowledge of sports governance and compliance
- Event coordination and logistics management
- Problem-solving and decision-making skills

Reporting Structure

- Reports directly to the Director of Sports.
- Oversees Sports Officers, Coaches, and Administrative Personnel.

Salary

- Basic salary K33-38: EC\$64,092 – EC\$78,768 per annum

Vacation days

- Twenty-seven (27) working days per annum after first year of service

Application Procedure

1. Applications along with two (2) references and certified copies of documentation pertaining to qualifications should be addressed to Ministry of Sport, Building 16 Office 7, Port Zante, Basseterre or via email at MOSCEadmin@gov.kn
2. The deadline for the receipt of application is
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for interview.