

VACANCY

People & Culture Operations Specialist

The International Cricket Council ('ICC') is the global governing body for the sport, responsible for administering all aspects of international cricket.

We are seeking a People & Culture Operations Specialist to join our People & Culture team. Reporting to the Head of People & Culture, the role will provide high-quality operational and administrative support across the employee lifecycle, while also supporting the delivery of key People & Culture initiatives and programmes. The successful candidate will be highly organised, proactive and detail-oriented, with strong communication and stakeholder management skills, sound judgement and discretion.

Principal Accountabilities

Responsibilities include, but are not limited to:

- Support the Head of People & Culture with the coordination and delivery of strategic People & Culture initiatives and programmes.
- Support employee lifecycle processes, including onboarding, probation, contract renewals, transfers, employee changes and offboarding.
- Manage end-to-end onboarding and offboarding processes globally, coordinating with relevant functions including IT and Administration.
- Maintain accurate employee records, HR systems, databases, trackers and documentation in accordance with company policy and applicable labour laws.
- Provide administrative support for the performance management cycle, including timelines, documentation, trackers, completion monitoring and employee and manager communications.
- Provide administrative and coordination support for learning and development initiatives, including scheduling, participant coordination, training records, logistics and evaluation activities.
- Support talent acquisition and recruitment activities, including posting vacancies, candidate sourcing, screening applications and CVs, scheduling interviews, maintaining recruitment records and conducting reference checks.
- Support day-to-day People & Culture operations, including attendance and leave administration, employee requests and general HR enquiries.
- Prepare and maintain employment documentation, including contracts, amendments, NDAs, Code of Conduct acknowledgements and other employee correspondence.
- Support final settlement processes by validating employee information, annual leave balances and relevant documentation.

- Coordinate with the PRO, employees and external service providers on visa, work permit and residency processes.
- Maintain accurate records relating to resignations, employee exits, benefits, insurance coverage and employment status changes, including medical insurance enrolments, amendments, renewals and cancellations.
- Support employees with benefits and insurance-related enquiries and documentation requirements.
- Support the preparation of People & Culture reports, data and documentation, and undertake other People & Culture activities and projects as assigned by the Head of People & Culture.

Knowledge, Skills, Attitude and Experience

- Minimum 7 years' HR experience, including at least 3 years in an HR Operations role.
- Bachelor's degree in Human Resources, Business or a related field.
- Professional HR qualification such as CIPD or SHRM are preferred.
- Native or Professional proficiency in written and spoken English.
- Strong knowledge of UAE Labour Law, with familiarity with UAE visa, work permit and residency processes preferred in a freezone.
- Strong proficiency in HR systems and Microsoft Office applications.
- Strong organisational, communication, coordination and problem-solving skills, with excellent attention to detail.
- Demonstrated ability to manage multiple priorities and deliver accurately within agreed timelines.
- Proactive, hands-on and comfortable working in a fast-paced, global and multi-stakeholder environment.
- Ability to work collaboratively across functions and with stakeholders at different levels.
- High degree of professionalism, discretion and confidentiality when handling sensitive employee information.

Conditions of Employment

- The role is based at the ICC headquarters in Dubai, UAE.
- The selected candidate will be required to provide two recent professional references.
- Compensation will be commensurate with qualifications and experience.
- The role may require occasional work outside core working hours.

If you feel that you can meet the challenge, please email your CV, with a covering letter to: recruitment@icc-cricket.com

The last date to respond to this advert is 19 October 2026. Due to the overwhelming number of quality applicants, only shortlisted candidates will be contacted.