



VACANCIES

NAMIBIA FOOTBALL ASSOCIATION



The Namibia Football Association (NFA) is the custodian and governing body of football in Namibia. It was founded in 1990, and affiliated to FIFA and to CAF in 1992. It organizes the national football leagues and the national teams. The NFA further improve, promote, regulate and control the game of football in Namibia.

The Namibia Football Association invites suitably qualified professionals to apply for the following positions:

SECRETARY GENERAL

Purpose of Position

The Secretary General is a four (4) years fixed term contract position, which is required to provide strategic and leadership oversight of the NFA secretariat and to ensure the sound and prudent management of the financial affairs of the Association. The position reports to the NFA President and EXCO.

RESPONSIBILITIES and ACCOUNTABILITIES:

- Develop and recommend strategies to improve and promote the game of football.
- Provide overall leadership and management of NFA's Secretariat.
- Ensure the development of football programmes in schools and the promotion of youth development programmes in line with FIFA and CAF guidelines.
- Maintain relationships with various stakeholders, including national and international organizations.
- Serve and represents the NFA as the principle accounting officer
- Develop, recommend and implement regulations that protects the interests of its members.
- Ensure NFA compliance with the statutes, regulations, and directives of FIFA, of CAF, COSAFA and the NFA.
- Ensure that the Laws of the Game are respected and uphold by its Members.
- Provide support to members and their affiliates in any manner the Association deems appropriate.
- Ensure and assist the President with the timely organizing of key events on the NFA calendar.
- Ensure that accurate meeting minutes are kept for all meetings the SG is responsible of.
- Ensure sound financial management and accounting functions.

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

Bachelor's degree in any of these; Finance, Commerce, Law or any related field, a management/leadership qualification or training with a focus on people management and leadership is a requirement. A minimum of seven (7) years managerial and leadership experience in a related field. An appropriate business Masters or post graduate degree or an MBA is an advantage. A previous proven track record of working in the capacity of Football and sports management. A good appreciation of the issues affecting football at different levels in Namibia is an advantage.

MANAGER FINANCE, ADMINISTRATION & IT

Purpose of Position

The Manager Finance, Administration and IT is a five (5) years fixed term contract position and is required to provide strategic and operational oversight to the Finance, IT and Administration functions and to ensure the sound and prudent management of the financial affairs of the Association.

RESPONSIBILITIES and ACCOUNTABILITIES:

- Develop, recommend and implement financial management policies, procedures and financial controls.
- Provide adequate cash and asset management oversight and develop and maintain asset registers.
- Develop an annual procurement plan and ensure strict adherence to such plan
- Provides guidance and spearhead the development of the business wide budget
- Develop and recommend an appropriate management information system.
- Ensure adherence to modern accounting, auditing and reporting standards
- Provide timely and accurate management reports.
- Recommend systems software, hardware IT infrastructure that supports the needs of the business.
- Ensure that business information systems and networks are adequately safeguarded.

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

A relevant Bachelor's degree in Finance / or an equivalent. A relevant Post graduate qualification OR Completion of Articles is required. A Post graduate business leadership qualification will be an added advantage. 8 years' experience of which at least 5 years should have been in a middle management or leadership role. A broad knowledge and understanding of football in Namibia and expertise in football development.

TECHNICAL DIRECTOR

Purpose of Position

The Technical Director is a three (3) years fixed term contract position and is responsible for defining and leading the National Technical Programme under the authority of the Namibia Football Association (NFA) and in compliance with the aims, objectives and values of NFA.

RESPONSIBILITIES and ACCOUNTABILITIES:

- Define and direct the national technical programme and football philosophy.
- Develop football programmes in schools and promote youth development programmes in line with FIFA and CAF guidelines.
- Develop a blue print/ master plan for football techniques and coaching approach in Namibia.
- Develop football programmes for youth in schools and football academies.
- Promote and expand general football activities at all levels.
- Introduce, define and supervise coach licensing programmes.
- Organize and define refresher coaching courses and tailored seminars for licensed coaches.
- Develop guidelines and regulations for talent scouting and identification system programmes.
- Coordinate and supervise youth and women's national team programmes and activities.

QUALIFICATIONS EXPERIENCE REQUIREMENTS:

Minimum of CAF B License-Holder and or relevant degree. Minimum of 5 years' experience as Coach / Technical Director / Sports Manager. Wide knowledge of football in Namibia and expertise in football education. Credibility and recognition among Namibia's football fraternity.

Candidates are directed to visit the following Websites for the full job specifications:
<http://www.transfocoaching.com.na>; www.nfa.org.na;

Should you meet the job requirements, submit your application and relevant documents to
hr@transfocoaching.com.na, or <http://www.transfocoaching.com.na>

Only shortlisted candidates will be contacted and no documents will be returned.

Contact: + 264 81278 4499

CLOSING DATE: Thursday, 16 July 2020, @17h00

Note: Candidates should ensure that all foreign qualifications are evaluated by the Namibian Qualification Authority.