



VACANCY

Vacancy Advertisement: General Secretary

About the NFA:

The Namibia Football Association (NFA) serves as the custodian and governing body of football in Namibia. Established in 1990 and affiliated with FIFA and CAF since 1992, the NFA is responsible for organizing national football leagues, managing national teams, and continuously enhancing, promoting, regulating, and controlling football in Namibia.

Position: General Secretary (5-Year Contract)

Purpose of the Job:

The General Secretary of the Namibia Football Association (NFA) will provide strategic assistance and support to the NFA Executive Council in the day-to-day administration, leadership, and operational management of the NFA Secretariat. Reporting directly to the Executive Council via the President, the incumbent will lead the development and implementation of key strategic initiatives, governance structures, and manage projects delegated by the Executive Council.

Key Performance Areas (KPA):

- Develop and recommend strategies to improve and promote football.
- Organize competitions at national and international levels.
- Provide assistance to the NFA Executive Council in overall leadership and management.
- Ensure NFA operations and programs comply with FIFA, CAF, and COSAFA guidelines.
- Review and recommend an optimal NFA organizational structure
- Represent the Association as the principal accounting officer.

- Ensure compliance with statutes, regulations, and decisions of FIFA, CAF, COSAFA, and the NFA.
- Promote integrity, ethics, transparency, and good governance
- Organize competitions and promote friendly relations amongst members and affiliates.
- Provide support to members and affiliates as deemed appropriate by the Executive Council.
- Execute administrative, public relations, and technical duties as required by the Executive Council.
- Assist in organizing key events on the NFA calendar.
- Ensure accurate meeting minutes are kept for all NFA and Executive Council meetings.
- Ensure sound financial management, accounting, and safeguarding of NFA assets.
- Execute decisions and resolutions of the Executive Council.

Education and Experience Required:

- Bachelor's degree in finance, commerce, law, or related management/leadership qualification.
- Master's degree or post-graduate qualification is advantageous.
- Minimum of five (5) years managerial and leadership experience.
- Proven track record in management, leadership, governance principles, organization, and project management.
- Experience in sports management and understanding of football issues is advantageous.

Key Competencies and Knowledge:

- Strong strategic focus and ability to operate at a strategic level.
- Ability to work in a dynamic team and fast-paced environment.
- Good understanding of Football Association rules and regulations and general governance rules.
- Excellent communication, interpersonal, and negotiation skills.
- Ability to coordinate, organize, and prioritize initiatives.

- Ability to work under challenging circumstances and meet deadlines.
- Ethical conduct and high levels of integrity.
- No criminal record.

Benefits:

- Market-related salary or total cost to company.
- Medical aid, Housing allowance, Pension fund membership, Transport allowance.

Submission of Application:

No email submissions accepted.

Deliver application by hand in a sealed envelope at NFA Football House, Katutura.

Closing Date: Monday, 18th March 2024, at 17H00 (Late submissions will not be accepted)).

For Enquiries: **Contact Mr. Titus Kunamuene at +264812411624**