



Job Title:	Chief Finance Officer	Reports To:	General Secretary/Chief Executive Officer
Unit:		Department:	Finance
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
<b>Job Purpose Statement</b>			
<p>The Chief Finance Officer (CFO) provides strategic financial leadership to the Federation by overseeing financial planning, budgeting, reporting, and compliance. The role ensures the prudent management of resources, transparency, and accountability in line with international best practices, while supporting the Federation's mission to develop, promote, and regulate football. The CFO safeguards assets, manages financial risks, and builds trust with stakeholders including FIFA, CAF, government, sponsors, and partners through sound financial stewardship.</p>			
<b>Key Duties &amp; Responsibilities</b>			
Financial Strategy & Planning	<ul style="list-style-type: none"> <li>• Develop and implement the Federation's financial strategy aligned with its strategic objectives.</li> <li>• Advise the Executive Committee, CEO, and management on financial performance, risks, and opportunities.</li> <li>• Lead in the preparation of annual budgets, forecasts, and financial models to support decision-making.</li> </ul>		
Financial Management & Reporting	<ul style="list-style-type: none"> <li>• Oversee preparation of accurate and timely financial statements in compliance with international accounting standards.</li> <li>• Ensure proper financial reporting to internal stakeholders, regulators, donors, FIFA, CAF, sponsors, and partners.</li> <li>• Develop and enforce financial policies, systems, and internal controls for accountability and transparency.</li> </ul>		
Cash Flow Management	<ul style="list-style-type: none"> <li>• Manage cash flow to ensure liquidity for operations and strategic initiatives.</li> <li>• Supervise bank relationships, investment management, and currency risk mitigation.</li> <li>• Monitor grants and sponsorship funds to ensure compliance with donor requirements.</li> </ul>		
Governance, Compliance & Risk Management	<ul style="list-style-type: none"> <li>• Ensure compliance with statutory obligations (tax, pensions, regulatory filings).</li> <li>• Implement effective risk management frameworks including fraud prevention and financial controls.</li> <li>• Support external and internal audits and ensure timely resolution of audit queries.</li> </ul>		
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Act as the financial liaison with FIFA, CAF, government institutions, sponsors, and partners.</li> <li>• Provide financial insights to support negotiations, contracts, and funding agreements.</li> <li>• Foster trust through transparency in financial dealings with stakeholders.</li> </ul>		

Qualifications & Experience	
<ul style="list-style-type: none"> <li>Bachelor's degree in Finance, Accounting, Economics, or related field (Master's degree is an added advantage).</li> <li>Professional accounting qualification (CPA, ACCA, CFA or equivalent) is mandatory.</li> <li>Minimum 10 years' progressive financial management experience, at least 5 years in a senior leadership role.</li> <li>Experience working with donor-funded projects, sports organizations, or NGOs is highly desirable.</li> <li>Demonstrated knowledge of International Financial Reporting Standards (IFRS) and strong audit background.</li> <li>Solid understanding of sports governance, particularly football administration, is an advantage.</li> </ul>	
Key Skills & Competencies	
<ul style="list-style-type: none"> <li>Strong leadership, communication, and interpersonal skills.</li> <li>Excellent analytical and problem-solving ability.</li> <li>High integrity, ethics, and commitment to transparency.</li> <li>Strong negotiation and stakeholder management skills.</li> <li>Ability to work under pressure and deliver results in a dynamic environment.</li> </ul>	

Job Title:	Commercial Director	Reports To:	General Secretary/Chief Executive Officer
Unit:		Department:	Communications & Marketing
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
Job Purpose Statement			
The Commercial Director is responsible for driving the Federation's revenue growth and brand value by leading sponsorship, marketing, media, and commercial initiatives. The role develops and executes strategies to attract and retain partners, maximize broadcasting and digital rights, enhance fan engagement, and ensure the long-term financial sustainability of football in the country.			
Key Duties & Responsibilities			
Commercial Strategy & Revenue Growth	<ul style="list-style-type: none"> <li>Develop and implement a comprehensive commercial strategy aligned with the Federation's vision and objectives.</li> <li>Identify, negotiate, and secure sponsorships, partnerships, and commercial agreements.</li> <li>Maximize revenue opportunities from broadcasting, merchandising, licensing, and events.</li> </ul>		
Marketing, Branding & Communications	<ul style="list-style-type: none"> <li>Oversee the Federation's marketing campaigns, brand positioning, and public image.</li> <li>Enhance fan engagement through innovative marketing, digital platforms, and community outreach.</li> <li>Ensure consistent branding across competitions, events, and federation activities.</li> </ul>		
Media & Broadcasting	<ul style="list-style-type: none"> <li>Manage relationships with media outlets, broadcasters, and digital platforms.</li> <li>Negotiate media rights agreements to maximize exposure and financial return.</li> <li>Explore new digital content opportunities to grow audience reach.</li> </ul>		
Sponsorship & Partnership Management	<ul style="list-style-type: none"> <li>Build and maintain strong relationships with sponsors and partners.</li> <li>Ensure sponsor rights activation and high-quality delivery of contractual obligations.</li> <li>Monitor sponsorship impact and provide regular reports to stakeholders.</li> </ul>		
Event Commercialization	<ul style="list-style-type: none"> <li>Oversee the commercial planning of competitions, tournaments, and special events.</li> </ul>		

	<ul style="list-style-type: none"> <li>Develop ticketing, hospitality, and merchandising strategies for events.</li> <li>Ensure all events generate maximum value for the Federation and stakeholders.</li> </ul>
Governance & Compliance	<ul style="list-style-type: none"> <li>Ensure all commercial activities comply with FIFA/CAF regulations and contractual obligations.</li> <li>Maintain transparency and accountability in sponsorship and partnership management.</li> </ul>
Leadership & Team Development	<ul style="list-style-type: none"> <li>Lead and mentor the commercial and marketing teams to achieve high performance.</li> <li>Foster a culture of innovation, accountability, and results-driven performance.</li> </ul>
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>Bachelor's degree in Marketing, Business Administration, Commerce, or related field (Master's degree an advantage).</li> <li>Minimum 10 years' experience in commercial, sponsorship, or marketing roles, with at least 5 years in senior management.</li> <li>Proven track record in securing sponsorships and managing high-value partnerships.</li> <li>Strong understanding of sports marketing, media rights, and event commercialization.</li> <li>Experience within football or sports organizations is highly desirable.</li> </ul>	
<b>Key Skills &amp; Competencies</b>	
<ul style="list-style-type: none"> <li>Strong negotiation, networking, and relationship management skills.</li> <li>Excellent marketing, branding, and communication abilities.</li> <li>Strategic thinker with a proven ability to deliver revenue growth.</li> <li>High integrity, professionalism, and results-oriented mindset.</li> <li>Ability to inspire and lead a high-performing commercial team.</li> </ul>	

Job Title:	National Grassroots Football Coordinator	Reports To:	Football Development Director
Unit:		Department:	Technical Department
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
<b>Job Purpose Statement</b>			
The National Grassroots Football Coordinator is responsible for planning, implementing, and monitoring grassroots football development programs across the country. The role promotes mass participation, talent identification, and inclusivity in football by engaging schools, communities, academies, and local associations. The Coordinator ensures alignment with FIFA and CAF grassroots strategies while fostering sustainable pathways for player development and long-term growth of the game.			
<b>Key Duties &amp; Responsibilities</b>			
Program Development & Implementation	<ul style="list-style-type: none"> <li>Design and roll out national grassroots football programs in line with the Federation's strategic plan.</li> <li>Coordinate grassroots festivals, tournaments, and community-based football activities.</li> <li>Develop training resources and guidelines for grassroots coaches, teachers, and volunteers.</li> </ul>		
Capacity Building & Training	<ul style="list-style-type: none"> <li>Organize grassroots coaching courses in collaboration with the Technical Department.</li> <li>Build a network of trained grassroots coaches, educators, and volunteers across the country.</li> </ul>		

Talent Identification & Pathways	<ul style="list-style-type: none"> <li>• Work with academies, schools, and clubs to identify young talent at grassroots level.</li> <li>• Establish clear pathways linking grassroots football to youth, elite, and national team structures.</li> </ul>
Inclusivity & Participation Growth	<ul style="list-style-type: none"> <li>• Promote football for all by encouraging participation among boys, girls, and marginalized groups.</li> <li>• Support initiatives that integrate football into schools, communities, and special needs programs.</li> </ul>
Monitoring, Evaluation & Reporting	<ul style="list-style-type: none"> <li>• Track participation numbers, program impact, and player development outcomes.</li> <li>• Prepare periodic reports for management, FIFA, CAF, and other stakeholders.</li> <li>• Ensure compliance with funding requirements for grassroots programs.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Build strong relationships with schools, local associations, county governments, and NGOs.</li> <li>• Coordinate with FIFA, CAF, and development partners on grassroots initiatives.</li> </ul>
Qualifications & Experience	
<ul style="list-style-type: none"> <li>• Bachelor's degree in Sports Management, Physical Education, or related field.</li> <li>• CAF/FIFA Coaching License (minimum "C" License) or equivalent is desirable.</li> <li>• At least 5 years' experience in football development, coaching, or youth sports management.</li> <li>• Proven experience in grassroots program coordination or community engagement.</li> <li>• Familiarity with FIFA/CAF grassroots development frameworks.</li> </ul>	
Key Skills & Competencies	
<ul style="list-style-type: none"> <li>• Strong organizational and project management skills.</li> <li>• Passion for football development and youth empowerment.</li> <li>• Excellent communication, facilitation, and stakeholder engagement skills.</li> <li>• Ability to work with diverse communities and promote inclusivity.</li> <li>• High level of integrity, creativity, and teamwork.</li> </ul>	

Job Title:	Chief Security Officer (CSO)	Reports To:	General Secretary/Chief Executive Officer
Unit:		Department:	Security
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
Job Purpose Statement			
The Chief Security Officer (CSO) is responsible for ensuring the safety and security of all football activities organized or sanctioned by the Federation. The role provides leadership in planning, coordinating, and implementing security strategies for matches, tournaments, facilities, staff, and assets. The CSO works closely with government agencies, CAF, FIFA, clubs, and other stakeholders to uphold international safety standards, manage risks, and protect the integrity of the game.			
Key Duties & Responsibilities			
Security Strategy & Policy Development	<ul style="list-style-type: none"> <li>• Develop and implement the Federation's security policies and procedures in line with FIFA/CAF regulations.</li> <li>• Advise management and committees on security risks and mitigation measures.</li> </ul>		
Match & Event Security Management	<ul style="list-style-type: none"> <li>• Plan, coordinate, and oversee security operations for national and international matches, tournaments, and federation events.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Ensure crowd management, stadium safety, and emergency response plans are in place.</li> <li>• Liaise with clubs, stadium authorities, and law enforcement on matchday operations.</li> </ul>
Risk Management & Intelligence	<ul style="list-style-type: none"> <li>• Assess and monitor potential threats to teams, officials, and fans.</li> <li>• Establish and maintain intelligence-sharing mechanisms with national security agencies.</li> <li>• Implement anti-hooliganism, anti-terrorism, and anti-match manipulation security measures.</li> </ul>
Team & Staff Security	<ul style="list-style-type: none"> <li>• Ensure the safety of national teams (men, women, and youth) during camps, training, and international travel.</li> <li>• Provide security briefings and coordinate escorts, logistics, and travel safety.</li> <li>• Safeguard Federation headquarters, training centers, stadiums, and other critical facilities.</li> <li>• Oversee security systems, surveillance, and access control measures.</li> </ul>
Stakeholder Collaboration	<ul style="list-style-type: none"> <li>• Work with FIFA/CAF security officials, local police, immigration, and emergency services.</li> <li>• Engage with clubs and regional associations to implement uniform security standards</li> </ul>
Crisis & Incident Management	<ul style="list-style-type: none"> <li>• Lead incident response during emergencies and ensure proper reporting and documentation.</li> <li>• Conduct investigations into security breaches or incidents and recommend corrective measures.</li> </ul>
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Bachelor's degree in Security Management, Criminology, Law Enforcement, or related field.</li> <li>• Professional certification in security/risk management (CISM, CPP, or equivalent) is an advantage.</li> <li>• At least 10 years' progressive security management experience, with 5 years in a senior role.</li> <li>• Previous experience in police, military, intelligence, or event security is highly desirable.</li> <li>• Familiarity with FIFA/CAF safety and security regulations.</li> </ul>	
<b>Key Skills &amp; Competencies</b>	
<ul style="list-style-type: none"> <li>• Strong leadership and crisis management skills.</li> <li>• Excellent coordination, planning, and organizational abilities.</li> <li>• High integrity, discretion, and professionalism.</li> <li>• Ability to work effectively with government and international agencies.</li> <li>• Strong communication and interpersonal skills.</li> </ul>	

Job Title:	Events Officer	Reports To:	General Secretary/Chief Executive Officer
Unit:		Department:	Leagues & Competitions
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
<b>Job Purpose Statement</b>			
The Events Officer is responsible for planning, coordinating, and delivering football-related events, including matches, tournaments, workshops, conferences, and official ceremonies. The role ensures that all events are executed to professional standards, comply with FIFA/CAF regulations, and provide a safe, engaging, and memorable experience for players, officials, sponsors, partners, and fans.			
<b>Key Duties &amp; Responsibilities</b>			

Event Planning & Coordination	<ul style="list-style-type: none"> <li>Develop and manage event plans, timelines, and budgets for federation activities.</li> <li>Coordinate logistics including venues, permits, accommodation, transport, and hospitality.</li> <li>Liaise with technical, competitions, and commercial departments to align event requirements.</li> </ul>
Match & Tournament Operations	<ul style="list-style-type: none"> <li>Support match organization, including ticketing, accreditation, VIP protocols, and fan engagement.</li> <li>Ensure compliance with FIFA/CAF match organization standards.</li> <li>Coordinate with security, medical, and technical teams for smooth delivery of matches and tournaments.</li> </ul>
Stakeholder Management	<ul style="list-style-type: none"> <li>Serve as the point of contact for clubs, sponsors, media, service providers, and government agencies involved in events.</li> <li>Manage vendor and supplier relationships to ensure quality and cost-effective delivery.</li> </ul>
Branding, Marketing & Protocol	<ul style="list-style-type: none"> <li>Work with the Commercial Department to activate sponsorship rights and branding during events.</li> <li>Coordinate media, press, and digital promotion of federation events.</li> <li>Ensure proper protocol and hospitality arrangements for dignitaries, guests, and officials.</li> </ul>
Monitoring & Evaluation	<ul style="list-style-type: none"> <li>Conduct post-event reviews to assess impact, gather feedback, and identify improvements.</li> <li>Maintain accurate records of event performance, attendance, and financial accountability.</li> <li>Prepare reports for management, sponsors, and partners.</li> </ul>
Innovation & Fan Engagement	<ul style="list-style-type: none"> <li>Develop creative fan engagement activities to enhance the matchday and event experience.</li> <li>Explore new technologies and ideas to modernize football events and attract wider audiences.</li> </ul>
Qualifications & Experience	
<ul style="list-style-type: none"> <li>Bachelor's degree in Event Management, Sports Management, Hospitality, or related field.</li> <li>At least 5 years' experience in event planning/coordination, preferably in sports or large-scale events.</li> <li>Knowledge of FIFA/CAF event regulations is an added advantage.</li> <li>Experience managing budgets, contracts, and vendor relationships.</li> </ul>	
Key Skills & Competencies	
<ul style="list-style-type: none"> <li>Strong organizational and project management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to work under pressure and meet deadlines.</li> <li>Creativity, innovation, and attention to detail.</li> <li>Team player with a service-oriented mindset.</li> <li>High integrity and professionalism in dealing with stakeholders.</li> </ul>	

Job Title:	Legal Officer	Reports To:	Head of Legal
Unit:		Department:	Legal
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
Job Purpose Statement			



<p>The Legal Officer provides legal guidance and support to the Federation to ensure compliance with national laws, FIFA/CAF regulations, and internal statutes. The role safeguards the Federation's interests by drafting and reviewing contracts, advising on governance and regulatory matters, managing disputes, and ensuring that football activities are conducted within a sound legal framework.</p>	
<b>Key Duties &amp; Responsibilities</b>	
Legal Advisory	<ul style="list-style-type: none"> <li>• Provide legal advice to the Executive Committee, management, and departments on matters affecting the Federation.</li> <li>• Ensure compliance with national legislation, sports regulations, and international football statutes.</li> </ul>
Contracts & Agreements	<ul style="list-style-type: none"> <li>• Draft, review, and negotiate contracts with sponsors, broadcasters, service providers, staff, and other stakeholders.</li> <li>• Safeguard the Federation's rights and obligations in all contractual relationships.</li> </ul>
Governance & Compliance	<ul style="list-style-type: none"> <li>• Advise on statutory obligations and governance matters in line with the Federation's constitution and FIFA/CAF regulations.</li> <li>• Ensure proper application of disciplinary and regulatory frameworks within football competitions.</li> <li>• Support policy development and internal regulations for transparency and compliance.</li> </ul>
Dispute Resolution & Litigation	<ul style="list-style-type: none"> <li>• Represent or coordinate the Federation's representation in legal proceedings, arbitrations, and tribunals.</li> <li>• Manage disputes involving clubs, players, officials, sponsors, and partners.</li> <li>• Liaise with external counsel where necessary and ensure cost-effective legal services.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify legal risks and propose mitigation strategies.</li> <li>• Advise on intellectual property protection, data privacy, and anti-corruption measures.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Act as a liaison with FIFA, CAF, government authorities, clubs, and other legal bodies on legal and regulatory issues.</li> <li>• Support the Integrity Officer and disciplinary committees with legal expertise.</li> </ul>
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Bachelor of Laws (LL.B) degree from a recognized institution.</li> <li>• Postgraduate Diploma in Law and admission to the Bar (Advocate of the High Court).</li> <li>• Minimum 5 years' post-qualification experience, preferably in sports law, corporate law, or commercial law.</li> <li>• Knowledge of FIFA/CAF statutes, CAS procedures, and sports governance frameworks is highly desirable.</li> <li>• Experience handling contracts, compliance, and dispute resolution in a corporate or sports environment.</li> </ul>	
<b>Key Skills &amp; Competencies</b>	
<ul style="list-style-type: none"> <li>• Strong knowledge of contract, corporate, and employment law.</li> <li>• Excellent drafting, negotiation, and analytical skills.</li> <li>• High integrity, discretion, and professionalism.</li> <li>• Ability to handle complex legal issues under pressure.</li> <li>• Strong communication and advisory skills for diverse stakeholders.</li> </ul>	

Job Title:	Integrity Officer	Reports To:	General Secretary/Chief Executive Officer
Unit:		Department:	Legal
Grade:		Date:	
Job Holder:		Supervisor:	

Signature:		Signature:	
<b>Job Purpose Statement</b>			
The Integrity Officer is responsible for promoting and safeguarding the integrity of football by preventing, detecting, and investigating unethical practices such as match manipulation, corruption, doping, and abuse. The role ensures compliance with FIFA, CAF, and Federation integrity regulations while fostering a culture of ethics, transparency, and fair play across all football activities.			
<b>Key Duties &amp; Responsibilities</b>			
Integrity & Compliance Framework	<ul style="list-style-type: none"> <li>Develop, implement, and monitor the Federation's integrity program in line with FIFA/CAF regulations.</li> <li>Ensure adherence to ethical standards, codes of conduct, and safeguarding policies.</li> </ul>		
Education & Awareness	<ul style="list-style-type: none"> <li>Conduct integrity awareness campaigns and training for players, referees, coaches, officials, and staff.</li> <li>Promote values of fair play, respect, and ethical behavior at all levels of football.</li> </ul>		
Prevention & Monitoring	<ul style="list-style-type: none"> <li>Monitor competitions for risks of match manipulation, betting-related threats, and unethical conduct.</li> <li>Establish reporting channels (hotlines, whistleblower systems) to encourage confidential disclosures.</li> </ul>		
Investigations & Reporting	<ul style="list-style-type: none"> <li>Receive, assess, and investigate reports of unethical or illegal practices.</li> <li>Liaise with law enforcement agencies, FIFA/CAF Integrity Units, and other stakeholders on cases.</li> <li>Ensure timely and accurate reporting to management and governing bodies.</li> </ul>		
Safeguarding & Protection	<ul style="list-style-type: none"> <li>Implement safeguarding frameworks to protect minors and vulnerable persons in football.</li> <li>Ensure swift response to cases of harassment, exploitation, or abuse.</li> </ul>		
Governance & Advisory Role	<ul style="list-style-type: none"> <li>Advise the Federation's leadership on integrity risks, compliance requirements, and remedial actions.</li> <li>Support disciplinary processes with evidence-based reports.</li> </ul>		
<b>Qualifications &amp; Experience</b>			
<ul style="list-style-type: none"> <li>Bachelor's degree in Law, Criminology, Sports Management, or related field.</li> <li>Professional certification or training in compliance, integrity, or safeguarding is an advantage.</li> <li>At least 7 years' experience in investigations, compliance, legal, or integrity-related roles.</li> <li>Strong knowledge of FIFA/CAF integrity frameworks and sports governance.</li> <li>Experience in law enforcement, legal practice, or regulatory institutions is highly desirable.</li> </ul>			
<b>Key Skills &amp; Competencies</b>			
<ul style="list-style-type: none"> <li>High ethical standards, integrity, and impartiality.</li> <li>Strong investigative and analytical skills.</li> <li>Excellent communication and report-writing ability.</li> <li>Ability to handle sensitive and confidential information.</li> <li>Stakeholder engagement and conflict resolution skills.</li> </ul>			

Job Title:	Leagues & Competitions Officer	Reports To:	Head of Leagues & Competitions
Unit:		Department:	Leagues & Competitions
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	



Job Purpose Statement	
<p>The Leagues &amp; Competitions Officer is responsible for planning, organizing, and managing the Federation's national leagues, cup competitions, and sanctioned tournaments. The role ensures that all competitions are conducted in accordance with FIFA/CAF regulations and the Federation's statutes, delivering fair play, integrity, and professionalism while enhancing the growth and visibility of football across the country.</p>	
Key Duties & Responsibilities	
Competition Planning & Management	<ul style="list-style-type: none"> <li>• Develop annual competition calendars and schedules in consultation with stakeholders.</li> <li>• Coordinate logistics for matches including venues, fixtures, referees, and match officials.</li> <li>• Ensure compliance with competition regulations, rules, and policies.</li> </ul>
League Administration	<ul style="list-style-type: none"> <li>• Oversee registration of clubs, players, and officials for participation in competitions.</li> <li>• Maintain accurate records of standings, results, disciplinary actions, and statistics.</li> <li>• Support smooth operations of professional, semi-professional, and amateur leagues.</li> </ul>
Match Operations	<ul style="list-style-type: none"> <li>• Coordinate &amp; supervise matchday operations including accreditation, security coordination, and medical support.</li> <li>• Liaise with referees, match commissioners, and club officials to ensure proper execution of games.</li> <li>• Monitor implementation of safety, integrity, and disciplinary regulations.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Act as liaison between the Federation, clubs, referees, regional associations, and partners.</li> <li>• Coordinate with broadcast and commercial teams to maximize competition visibility.</li> <li>• Engage with government authorities, sponsors, and service providers on competition-related matters.</li> </ul>
Monitoring, Evaluation & Reporting	<ul style="list-style-type: none"> <li>• Track competition performance indicators, participation, and compliance.</li> <li>• Prepare reports for management, committees, and external stakeholders (CAF/FIFA).</li> <li>• Recommend improvements in competition formats, structures, and operations.</li> </ul>
Integrity & Compliance	<ul style="list-style-type: none"> <li>• Work closely with the Integrity Officer to prevent and address match manipulation or misconduct.</li> <li>• Ensure disciplinary processes are adhered to and properly documented.</li> </ul>
Qualifications & Experience	
<ul style="list-style-type: none"> <li>• Bachelor's degree in Sports Management, Physical Education, or related field.</li> <li>• At least 5 years' experience in football administration, league/competition management, or event coordination.</li> <li>• Knowledge of FIFA/CAF competition regulations and federation statutes.</li> <li>• Experience working with clubs, referees, and football stakeholders is highly desirable.</li> </ul>	
Key Skills & Competencies	
<ul style="list-style-type: none"> <li>• Strong organizational and project management skills.</li> <li>• Excellent knowledge of football structures and competition organization.</li> <li>• Ability to manage multiple tasks under pressure and tight deadlines.</li> <li>• Strong communication and stakeholder management abilities.</li> <li>• Integrity, fairness, and commitment to transparency.</li> </ul>	

Job Title:	Branch Liaison Officer	Reports To:	General Secretary/CEO
Unit:		Department:	
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	
Job Purpose Statement			
<p>The Branch Liaison Officer serves as the primary link between the Federation headquarters and its regional branches. The role ensures effective communication, coordination, and implementation of programs, policies, and activities at the branch level, while also representing branch concerns to the national office. The officer promotes good governance, accountability, and alignment of branch operations with the Federation's strategic objectives.</p>			
Key Duties & Responsibilities			
Coordination & Communication	<ul style="list-style-type: none"> <li>Act as the official communication channel between the Federation and regional branches.</li> <li>Disseminate policies, guidelines, and circulars from the national office to the branches.</li> <li>Collect feedback, reports, and recommendations from branches for management consideration.</li> </ul>		
Program Implementation Support	<ul style="list-style-type: none"> <li>Facilitate the roll-out of Federation programs, competitions, and initiatives at the branch level.</li> <li>Monitor branch compliance with competition rules, statutes, and regulations.</li> <li>Provide support in organizing grassroots, youth, and community football activities.</li> </ul>		
Governance & Compliance	<ul style="list-style-type: none"> <li>Ensure branches operate in line with the Federation's statutes and governance frameworks.</li> <li>Support branch elections, assemblies, and statutory reporting requirements.</li> <li>Promote adherence to financial accountability and ethical standards in branch activities.</li> </ul>		
Capacity Building & Development	<ul style="list-style-type: none"> <li>Identify branch needs and coordinate training for administrators, coaches, referees, and volunteers.</li> <li>Encourage branches to implement development programs for women, youth, and grassroots football.</li> </ul>		
Monitoring & Reporting	<ul style="list-style-type: none"> <li>Maintain up-to-date records of branch activities, challenges, and performance indicators.</li> <li>Prepare periodic liaison reports for management and relevant committees.</li> <li>Track branch compliance with membership, licensing, and regulatory requirements.</li> </ul>		
Stakeholder Engagement	<ul style="list-style-type: none"> <li>Strengthen relationships with county governments, schools, academies, and community organizations through branches.</li> <li>Support branches in engaging local sponsors and partners.</li> <li>Address conflicts or disputes arising at the branch level and escalate where necessary.</li> </ul>		
Qualifications & Experience			
<ul style="list-style-type: none"> <li>Bachelor's degree in Sports Management, Business Administration, Communication, or related field.</li> <li>At least 3–5 years' experience in sports administration, stakeholder relations, or program coordination.</li> <li>Good understanding of football governance structures and operations.</li> <li>Experience in liaison or field coordination roles is an advantage.</li> </ul>			

Key Skills & Competencies	
<ul style="list-style-type: none"> <li>• Strong communication, networking, and negotiation skills.</li> <li>• Ability to manage relationships with diverse stakeholders.</li> <li>• Organizational and problem-solving ability.</li> <li>• High integrity, fairness, and diplomacy in resolving conflicts.</li> <li>• Willingness to travel extensively and work with branches nationwide.</li> </ul>	

Job Title:	Secretary	Reports To:	General Secretary
Unit:		Department:	Administration
Grade:		Date:	
Job Holder:		Supervisor:	
Signature:		Signature:	

#### Job Purpose Statement

To provide administrative, clerical, and organizational support to the Federation's leadership and departments, ensuring efficient office operations, effective communication, accurate documentation, and smooth coordination of football programs and governance activities.

#### Key Duties & Responsibilities

Administrative Support	<ul style="list-style-type: none"> <li>• Provide day-to-day administrative and secretarial support to the project team.</li> <li>• Manage correspondence, filing, and documentation related to the project.</li> <li>• Schedule meetings, prepare agendas, draft, type, and format official documents, reports, and meeting minutes.</li> </ul>
Project Coordination	<ul style="list-style-type: none"> <li>• Assist in planning, monitoring, and tracking project activities.</li> <li>• Maintain project calendars, work plans, and timelines.</li> <li>• Support coordination between departments, partners, and external stakeholders.</li> </ul>
Financial & Procurement Support	<ul style="list-style-type: none"> <li>• Assist in processing requisitions, payments, and expense tracking in line with project budgets.</li> <li>• Coordinate procurement processes (suppliers, service providers) under project guidelines.</li> <li>• Maintain accurate financial and administrative records for audits and reporting.</li> </ul>
Record & Document Management	<ul style="list-style-type: none"> <li>• Maintain accurate records of decisions, resolutions, and policy documents.</li> <li>• Organize and maintain filing systems (physical and digital) for accountability and institutional memory.</li> <li>• Keep databases of members, committees, and official contacts up to date.</li> </ul>
Communication & Liaison	<ul style="list-style-type: none"> <li>• Act as the first point of contact for the project office.</li> <li>• Draft correspondence, reports, and updates for internal and external stakeholders.</li> <li>• Facilitate communication between the Federation, FIFA/CAF, sponsors, and implementing partners.</li> </ul>
Logistics & Event Support	<ul style="list-style-type: none"> <li>• Organize logistics for project activities such as workshops, training sessions, and events.</li> <li>• Coordinate travel, accommodation, and protocol arrangements for project staff and guests.</li> <li>• Ensure availability of materials, resources, and venues for project activities.</li> </ul>

#### Qualifications & Experience

- Diploma or Bachelor's degree in Business Administration, Office Management, or related field.
- At least 2 years' experience in administrative support, preferably in sports, NGOs, or project-based work.
- Proficiency in MS Office (Word, Excel, PowerPoint) and digital communication tools.
- Knowledge of football structures or sports project administration is an advantage.

#### Key Skills & Competencies

- **Organizational skills** – ability to manage multiple tasks, timelines, and documents efficiently.
- **Communication skills** – strong verbal and written abilities for stakeholder interaction.
- **Attention to detail** – accuracy in record-keeping, documentation, and reporting.
- **Interpersonal skills** – ability to work with diverse teams and maintain professional relationships.
- **Problem-solving skills** – resourcefulness in handling logistical or administrative challenges.

<b>Job Title:</b>	Safeguarding Officer
<b>Department:</b>	Integrity & Compliance
<b>Reports to:</b>	Integrity/Compliance Department / General Secretary
<b>Job Purpose Statement</b>	
To ensure the protection and welfare of young players by implementing safeguarding policies, promoting child protection awareness, and responding to safeguarding concerns.	
<b>Key Duties &amp; Responsibilities</b>	
<b>Policy Implementation &amp; Oversight</b>	<ul style="list-style-type: none"> <li>• Implement and enforce safeguarding policies and procedures within the team environment.</li> <li>• Ensure alignment with CAF/FIFA safeguarding frameworks and the Federation's safeguarding standards.</li> <li>• Regularly review safeguarding practices to identify gaps and recommend improvements.</li> </ul>
<b>Training &amp; Awareness</b>	<ul style="list-style-type: none"> <li>• Conduct safeguarding awareness sessions for players, coaches, and support staff.</li> <li>• Develop educational materials and guidelines on child protection and safeguarding in football.</li> <li>• Promote a culture of respect, safety, and inclusion within the team.</li> </ul>
<b>Case Management &amp; Player Support</b>	<ul style="list-style-type: none"> <li>• Provide confidential and accessible reporting mechanisms for players and staff.</li> <li>• Act as a trusted contact for players with safeguarding concerns.</li> <li>• Respond promptly to safeguarding concerns, ensuring appropriate action is taken.</li> <li>• Work closely with welfare officers, medical staff, and external experts when required.</li> </ul>
<b>Reporting &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Escalate safeguarding cases appropriately to the Federation, CAF/FIFA, or relevant authorities.</li> <li>• Maintain accurate and confidential safeguarding records.</li> <li>• Prepare reports for the Federation's safeguarding unit and technical management.</li> <li>• Ensure compliance with national child protection laws and international safeguarding standards.</li> </ul>
<b>Collaboration &amp; Advocacy</b>	<ul style="list-style-type: none"> <li>• Liaise with parents/guardians, schools, and community stakeholders on safeguarding issues.</li> <li>• Work with the Integrity Officer and Team Manager to ensure a safe team environment.</li> <li>• Advocate for player welfare and safeguarding in all aspects of team operations.</li> </ul>

Qualifications & Experience
<ul style="list-style-type: none"> <li>Degree/Diploma/Certificate in Child Protection, Social Work, or related field.</li> <li>Training/certification in safeguarding.</li> <li>Minimum 3 years' experience in child protection or youth safeguarding.</li> <li>Valid Safeguarding Certificate</li> </ul>
Key Skills & Competencies
<ul style="list-style-type: none"> <li>High integrity and impartiality.</li> <li>Strong communication and counseling skills.</li> <li>Knowledge of safeguarding frameworks.</li> <li>Ability to handle sensitive matters with confidentiality.</li> </ul>
Application Process
<p>Interested candidates should submit:</p> <ol style="list-style-type: none"> <li>A cover letter (clearly indicating the position applied for)</li> <li>A detailed CV</li> <li>Copies of relevant academic certificates.</li> </ol> <p>Deadline: <b>Friday, 22nd October 2025 (5:00 p.m. EAT)</b>  Email: <a href="mailto:careers@footballkenya.org">careers@footballkenya.org</a>  Subject Line: Name of Position applied for.</p>
<p>Note:</p> <ol style="list-style-type: none"> <li>Only shortlisted candidates will be contacted for interviews .</li> <li>Any applications submitted outside the specified email address will not be considered.</li> </ol>