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Position	Responsibilities	Criteria/Qualification/Documents required
Head of Administration	 Administrative Leadership: ✓ Oversee and lead the administrative functions of the Football Federation, ensuring the smooth operation of all departments. ✓ Coordinate with other departments to facilitate crossfunctional activities. ✓ Maintain the organization's policies, procedures, and protocols. Human Resources Management: ✓ Manage recruitment, training, development, and retention of staff. ✓ Supervise HR functions, including employee relations, performance appraisals, payroll management, and benefits. ✓ Promote a positive workplace culture and ensure compliance with labor laws and organizational policies. Office Management: ✓ Supervise office infrastructure, supplies, and facilities management. ✓ Oversee day-to-day operations, including scheduling, documentation, and communication flow. ✓ Ensure the office environment is conducive to productivity and professionalism. Logistics and Event Management: ✓ Plan and coordinate logistics for national and international football events, tournaments, meetings, and conferences. ✓ Ensure travel arrangements, accommodations, and other logistical aspects of events are 	required Application with CV/Resume CID Copy Medical Fitness Certificate Security Clearance NOC if employed Minimum qualification (Degree) Should have served at Managerial position Minimum of 10 years' experience Possess good communication leadership quality.





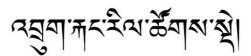
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well managed.	
Budget and Financial Management:	
✓ Work closely with the Finance	
Department to manage	
administrative budgets and	
monitor expenditure.	
\checkmark Ensure adherence to financial	
guidelines and practices for	
administrative expenses.	
Records and Documentation:	
\checkmark Ensure proper documentation and	
record-keeping of all	
administrative activities,	
including contracts,	
correspondence, and legal	
documents.	
 Manage the archiving and 	
retrieval of records in compliance	
with data protection laws and	
organizational policies.	
Policy and Compliance:	
\checkmark Ensure all administrative	
operations comply with relevant	
legal, regulatory, and football	
governance standards.	
\checkmark Assist in the development and	
review of policies related to	
administration, staff welfare, and	
compliance.	
Stakeholder Management:	
\checkmark Act as a liaison between the	
Football Federation and external	
stakeholders, including	
government bodies, sponsors,	
media, and other sports	
organizations.	
 ✓ Provide administrative support 	
for communication with the	
Federation's executive members,	
committees, and affiliates.	
Reporting and Documentation:	
✓ Prepare reports, summaries, and	
updates on administrative	
activities for the General	
Secretary/CEO and Board of	
 Directors.	





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			Maintain transparency and accountability in reporting.	