

Position	Responsibilities	Criteria/Qualification/Documents required
Head of Administration	<p>Administrative Leadership:</p> <ul style="list-style-type: none"> ✓ Oversee and lead the administrative functions of the Football Federation, ensuring the smooth operation of all departments. ✓ Coordinate with other departments to facilitate cross-functional activities. ✓ Maintain the organization's policies, procedures, and protocols. <p>Human Resources Management:</p> <ul style="list-style-type: none"> ✓ 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. <p>Office Management:</p> <ul style="list-style-type: none"> ✓ 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. <p>Logistics and Event Management:</p> <ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> • 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.



	<p>well managed.</p> <p>Budget and Financial Management:</p> <ul style="list-style-type: none"> ✓ Work closely with the Finance Department to manage administrative budgets and monitor expenditure. ✓ Ensure adherence to financial guidelines and practices for administrative expenses. <p>Records and Documentation:</p> <ul style="list-style-type: none"> ✓ 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. <p>Policy and Compliance:</p> <ul style="list-style-type: none"> ✓ Ensure all administrative operations comply with relevant legal, regulatory, and football governance standards. ✓ Assist in the development and review of policies related to administration, staff welfare, and compliance. <p>Stakeholder Management:</p> <ul style="list-style-type: none"> ✓ 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. <p>Reporting and Documentation:</p> <ul style="list-style-type: none"> ✓ Prepare reports, summaries, and updates on administrative activities for the General Secretary/CEO and Board of Directors. 	
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BHUTAN FOOTBALL FEDERATION
Home Of Happiness



	✓ Maintain transparency and accountability in reporting.	
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