

# **Bangladesh Football Federation**

Bangladesh Football Federation is advertising for the post of Club Licensing Officer (1 post) and Executive Competition (1 post). Candidates who fulfil the criteria's are highly encouraged to apply to BFF by 01.08.2019. Please email your updated CV with a cover letter to: bff.recruitment@gmail.com. Only shortlisted candidates will be contacted.

## **Post: Club Licensing Officer**

**Job Nature: Full Time.**

### **A. Responsibilities**

- Compliance management (mainly to maintain and update club licensing documents according to the policy of BFF, FIFA and AFC.)
- Manage national, international, age level and women's competition.
- Plan and schedule national and international competitions.
- Developing, promoting and managing football activities and events.
- Liaison and respond to the quarries of clubs, FIFA, AFC and other stakeholders.
- Provide reports to the relevant committee(s).

### **B. knowledge and Skills**

- Experience in administrative management.
- Plan, direct and coordinate administrative and sports activities.
- Organization and communication skills, problem solving, quick decision making skill, able to work under pressure, able to work as a team member and independently.
- Have understanding of Club models and principals.
- Excellent communication skill in Bengali and English.

## **Post: Competition Executive**

**Job Nature: Full Time.**

### **A. Responsibilities**

- Competition management according to the guideline and policy of BFF, FIFA and AFC.
- Manage national, international, age level and women's competition.
- Plan and schedule national and international competitions.
- Developing, promoting and managing football activities and events.
- Liaison and respond to the queries of clubs, FIFA, AFC and other stakeholders.
- Provide reports to the relevant committee(s).

### **B. knowledge and Skills**

- Experience in administrative management.
- Plan, direct and coordinate administrative and sports activities.
- Organization and communication skills, problem solving, quick decision making skill, able to work under pressure, able to work as a team member and independently.
- Have understanding of competition models and principals.
- Excellent communication skill in Bengali and English.