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| **Job Title:** | Women Football Project Manager | **City, Country:** | Zonal Union HQ |
| **Family Name:** |  | **First Name:** |  |
| **Division/Department:** | Zonal Union | **Start Date:** |  |
| **Superior:** | Executive Director | **End Date (If Any):** | Unlimited |

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| **Main activities and responsibilities - Job description** | 1 = moderate; 4 = very important | 1 | 2 | 3 | 4 |
| **M****ain activities & responsibilities** | |  |  |  |  |
| Working closely with the Executive Director, develop and execute women’s football projects linked to the Zonal Union’s Women’s football Startgy plan. | |  |  |  |  |
| Manage, support, and deliver on a Women’s Football development strategy to be delivered to the Executive Director. | |  |  |  |  |
| With the supervision of the Executive Director, perpare the yearly plan of the departement and draft a budget. | |  |  |  |  |
| Manage and develop women’s football activities linked to the strategic objectitives (Budgeting, implementation and reporting). | |  |  |  |  |
| Liaise with other Zonal Union Departments in ensuring the application of necessary actions in relation to projects and programs, such as arranging travel, transport, accommodation, payments, communication and other. | |  |  |  |  |
| Manage the follow up process with MAs on the implemented projects (pilot programs and development programs) according to the Zonal Union Women’s football strategy. | |  |  |  |  |
| Provide support to the Zonal Union on the implemention youth and grassroot projects for girls. | |  |  |  |  |
| Make sure all the development activites are run in a timely matter following the time line set by the Executive Director and Zonal Union yearly plan. | |  |  |  |  |
| Monitor and assess the impact of women’s football projects and programs on the developmnt of women’s football in the continent. | |  |  |  |  |
| Responsible for the compilation of the Zonal Unions reports (internal and/or benchmarking). | |  |  |  |  |
| Keep track and records of all the Zonal Union’s developed activities and the related costs in organised manner. | |  |  |  |  |
| Work together with other Zonal Union departements on the implematation of Women’s Football Developement programs. | |  |  |  |  |
| Liaise with other Zonal Union Departments in ensuring the application of necessary actions in relation to Department activities, such as expenses, arrangement of services, requests, arranging travel, transport, accommodation, payments and other. | |  |  |  |  |
| Provide a report for the Excecutive Director on the progress of projects and programs. | |  |  |  |  |
| Follow up on the production of promotional materials, articles and publications to raise the profile of womens football. | |  |  |  |  |
| Develop and implement programs that help to increase women’s participation in football both on and off the pitch. | |  |  |  |  |
| Follow up on surveys and researchs on the development of Women’s Football and distribute this information among the relevant bodies. | |  |  |  |  |
| Follow up on activites related to CSR and work with international NGOs to identify common goals for girls’ and women’s empowerment within society with the aim of using football as a tool to achieve these goals. | |  |  |  |  |
| Collaborate with other Techical developement Divisions on developing and producing manuals and guidelines for coaches and officials working with women football. | |  |  |  |  |
| Perform other duties and responsibilities as instructed by the Executive Director. | |  |  |  |  |

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| **Professional Profile** | 1 = moderate; 4 = very important | 1 | 2 | 3 | 4 |
| **Education** | |  |  |  |  |
| University degree in Sport Management and Administration, or equivalent. | |  |  |  |  |
| Additional Studies in Football (ex: FIFA Masters, etc…). | |  |  |  |  |
| **Work experience** | |  |  |  |  |
| At least 5 years’ experience in the sport field, preferably in women’s football. | |  |  |  |  |
| **Business know-how & IT-skills** | | | | | |
| Extensive knowledge of women’s football in general and having played football at a high level is a plus. | |  |  |  |  |
| Track record in administering and implementing women’s football development projects / programmes successfully. | |  |  |  |  |
| Efficient use of MS-products (word, excel, ppt, Visio). | |  |  |  |  |
| Experience of working in a football related environment (e.g., club, League, Federation). | |  |  |  |  |
| Knowledge of the African football industry and environment. | |  |  |  |  |
| Experience in successfully managing and reporting on budgets. | |  |  |  |  |
| **Core competencies** | |  |  |  |  |
| **Team spirit**: Cooperate well with colleagues; offer help and support to others to reach common goals; take initiative to develop team spirit; remain available and helpful even at tense and stressful times; able to develop and maintain internal network. | |  |  |  |  |
| **Client-orientation**: Always show respect to clients (colleagues, superiors, national associations, clubs, etc); agree on deliveries and expectations with clients; meet the client’s expectation; get positive feedback from client; have full confidence of client; anticipate wishes. | |  |  |  |  |
| **Professionalism**: Reliable and committed to meeting quality standards and deadlines; respect budget; good planning and anticipation; focus on efficient implementation; follow up after completion; assume responsibility for own actions; act as an example for others. | |  |  |  |  |
| **Leadership** (managers only): Respected by own staff; uncontested leader of unit; set ambitious objectives and lead staff towards them; motivator; well accepted among peers and top management; adapt goals to client needs; challenges him or herself and unit; soft skills for handling difficulties. | |  |  |  |  |
| **Competencies & characteristics** | |  |  |  |  |
| Self-motivated with the ability to manage own workload. | |  |  |  |  |
| Able to quickly establish trust and a good working relationship with key persons inside and outside of the Zonal Union. | |  |  |  |  |
| Inter-cultural competence. | |  |  |  |  |
| Organized and methodical with strong project management capabilities. | |  |  |  |  |
| Long-term planning and coordination skills. | |  |  |  |  |
| Hard working and determined to overcome barriers to success. | |  |  |  |  |
| Service minded and able to understand the needs of the business. | |  |  |  |  |
| Committed to quality and results. | |  |  |  |  |
| Good communicator and able to explain the view of the department. | |  |  |  |  |
| Resistance to stress. | |  |  |  |  |
| Good networker and social skills, allowing regular contact with CAF management and staff. | |  |  |  |  |
| Comfortable working in an environment of change. | |  |  |  |  |
| Resilient, coupled with the drive to overcome challenges and achieve results | |  |  |  |  |
| **Language skills** | |  |  |  |  |
| English | |  |  |  |  |
| Arabic | |  |  |  |  |
| French | |  |  |  |  |
| Others: | |  |  |  |  |
| **Other requirements** | |  |  |  |  |
| Experience in women’s football and project management is a must | |  |  |  |  |