



# **GUYANA FOOTBALL FEDERATION INC.**

Affiliated to FIFA, CONCACAF and CFU

## **VACANCY**

**The Guyana Football Federation invites suitable qualified persons to apply for the following position. The incumbent will report directly to the President of the Federation.**

### **GENERAL SECRETARY**

#### **Description**

The General Secretary will function as the Chief Executive of the Guyana Football Federation (GFF) in a full time position with responsibility for the administration of the Secretariat and for managing the key activities of the Federation in compliance with the organisational regulations. The execution of the duties will be in accordance with the directions and policies established by the Executive Committee with the aim of assisting the Executive Committee in its governance functions of the Guyana Football Federation.

#### **Responsibilities**

The General Secretary shall be responsible for:

- a. Organising the Congresses and meetings of the Executive Committee and other bodies of the Federation.
- b. Attending the Congresses and meetings of the Executive Committee, Emergency Committee and the standing and ad-hoc committees.
- c. Compiling the minutes for the meetings of the Congresses, Executive Committee, Emergency Committee and standing and ad-hoc committees.
- d. Implementing decisions passed by Congress and the Executive Committee in compliance with the President's directions.
- e. Attending to the correspondence of the Federation.
- f. Developing appropriate and constructive working relationships with the Federation's Members, the Guyana Olympic Association - **GOA**, the Caribbean

Football Union - **CFU**, the Confederation of North, Central American and Caribbean Association Football - **CONCACAF**, and the Fédération Internationale de Football Association - **FIFA** to execute the business of the Federation.

- g. Maintaining the operational efficiency of the Secretariat by managing office operations, policies and procedures.
- h. Liaising with the President on issues pertaining to the daily functioning of the Secretariat.
- i. Recommending to the President the appointment and dismissal of staff for the Secretariat.
- j. Executing any other function that may be assigned by the President from time to time.

### **Requirements**

- Post-Graduate Degree in Management, Business Management, Public Administration or Human Resource Management.
- All Candidates should have a minimum of 8 – 10 years professional experience in a senior management position.
- Strong organizational and planning skills.
- Proven office management and administrative experience.
- Excellent management skills with the ability to prioritize and delegate tasks.
- Ability to maintain a flexible work schedule to meet the demands of executive management.
- Strong oral and written communication skills.
- Excellent IT skills, including knowledge of a range of software packages.
- Experience in Sports management will be an asset.

### **Remuneration**

The GFF offers an exciting and competitive package based on qualifications and experience. To apply for this position, please send your resume and cover letter to;

General Secretary (ag)  
17 Dadawana Street.  
Section “K” Campbellville,  
Georgetown.  
Or by email: [gff@networksgy.com](mailto:gff@networksgy.com)

**Deadline for application is September 9th, 2016**