

Guyana Football Federation



POSITION: Head of Refereeing Department

Reports to: This position reports to the General Secretary and Referees Committee

Position Summary:

Full time position and serves as the chief administrator of the Referees Department and is responsible for the implementation of decisions from the Referees Committee.

Essential Duties and Responsibilities:

- To assist the Referees Committee
- To implement decisions adopted by the Referees Committee
- To carry out all tasks related to the logistics of refereeing
- To carry out all administrative duties of the refereeing department
- To implement programmes to develop the Referees according to the guidelines approved by the Referees Committee
- To organise courses for Referees, Referee Instructors and Referee Assessors
- To prepare and produce teaching materials in line with the Laws of the Game issued by IFAB
- To report regularly on its activities to the Referees Committee either directly or through the General Secretary of the GFF.
- Propose and prepare budget, including the annual budget
- To ensure that Referees and Assessors designated are aware of their appointment to matches
- To appoint Referees for various competitions in the absence of the Referees Committee
- To perform any other duties related to football that might be assigned.

Required Qualifications/Experience/Skills:

- Broad experience in the field of refereeing with a minimum of 5 years as a FIFA International Referee would be a distinct advantage.
- Be proficient in the use of MS Office suite, especially PowerPoint, Excel and Word
- Have excellent task management skill, able to set and meet deadlines and multitask effectively with desecration and confidentiality.
- Be dependable, cooperative and a team player
- The candidate should be available to start immediately upon confirmation of his recruitment and contract terms finalization.

Compensation

A competitive package will be offered based on qualifications/experience and skill
Applicants are requested to submit their applications to

The General Secretary
Guyana Football Federation
At email: gff@networksgy.com