

## **VANUATU FOOTBALL FEDERATION Vacancy Notice**

**To support our Competition and Technical Departments, the Vanuatu Football Federation is looking to recruit a self-motivated and solution oriented person as a:**

**Job Title: ASSISTANT COMPETITION MANAGER**

**Job Status: One Year Contract subject to be renewed based on performance**

**Location: Port Vila**

**Purpose:** To assist our Competition and Technical Departments, in contributing to the development of football and sporting communities across Vanuatu. The Assistant Competition Manager will be responsible for planning, organising and delivering national football competitions and contributing to the development of training programmes and content.

### **Requirements:**

- Tertiary Qualification or an equivalent of a minimum of 2 years of proven experience in football event management / competition related matters: either with VFF event organisation or in League football management environment, or in organising sports events.
- Excellent understanding of Competition
- Management related areas such as match operations, tournament/event management, teams & officials' communication and the resulting interfaces
- Willingness to work irregular hours
- Travel locally regularly
- Passion for delivering national football events
- Project management as well as motivational leadership skills
- Working experience using Microsoft Office and the ability to adapt to using modern technology, whilst championing innovation
- Fluent in English and Bislama, knowledge of French or any other languages is an asset.
- Ability to handle ever changing/dynamic situations while maintaining high energy levels and positive spirit.
- Willing to work at peak times including evenings and weekends
- Strong written and verbal communication skills
- Reliable team-player
- Identification with VFF and football in general

Please apply to [VFF.recruitment@gmail.com](mailto:VFF.recruitment@gmail.com) or submit your cover letter attached to your resume and with a personal police clearance check or submit a written application with letter of application and CV to Vanuatu Football Federation, General Secretary, VFF Haus, PO Box 266, Port Vila, Vanuatu.

**APPLICATIONS CLOSE 1<sup>ST</sup> MAY 2020**

**PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**