

VANUATU FOOTBALL FEDERATION Vacancy Notice

To support the Vanuatu Football Federation and Port Vila Football Association, we are looking to recruit a self-motivated and solution oriented person as a:

Job Title: PORT VILA FOOTBALL ASSOCIATION ADMINISTRATOR

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

Location: Port Vila

Purpose: To assist Port Vila Football Association in ensuring the smooth running of the football association's Management and Administration, which may range from reception work at a local football league to marketing or human resources at a major football league?

Requirements:

- Tertiary qualification or equivalent of minimum 2 years work experience in a similar position
- A strong interest in football and an awareness of the issues affecting the sports sector
- Commercial awareness and a professional approach.
- Management related areas such as match operations, tournament/event management, teams & officials' communication and the resulting interfaces
- Willingness to work irregular hours
- Passion for delivering 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 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 1ST MAY 2020

PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED