

## **VANUATU FOOTBALL FEDERATION Vacancy Notice**

**The Vanuatu Football Federation is looking to recruit a self-motivated and solution oriented person as the:**

**Job Title: TEOUMA FOOTBALL ACADEMY MANAGER**

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

**Location: Teouma Academy, Efate**

**Purpose:** The VFF Academy Manager is responsible for management of the Football Centre at the Teouma Academy Ground, Efate. The aim would be to ensure the safe and cost effective operation of the venue whilst representing Vanuatu Football Federation.

### **Requirements:**

- Tertiary qualification or an equivalent of minimum 3 years work experience in a similar position
- Experience and proven success on operational management and strong interpersonal relationship management skills
- Relevant experience in a pastoral or counselling capacity
- Experience of working with partner organisations
- Working experience using Microsoft Office and the ability to adapt to using modern technology, whilst championing innovation
- An ability to engage with both paid and volunteer workforce
- Influence and negotiation skills
- Possess a dynamic, progressive attitude towards innovative practices and processes. Experience of ensuring compliance with processes
- Willing to work at peak times including evenings and weekends
- The personality to create a productive, dynamic and vibrant environment for staff and users.
- Demonstrate a working understanding and application of inclusion, equality and anti discrimination, safeguarding and best practice
- Fluent in English and Bislama, knowledge of French or any other languages is an asset.
- 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**