



Post: Head of Media

Job Nature: Full Time.

Number of Vacancy: 1

Bangladesh Football Federation is seeking an experienced Sports Administrator who can adopt the role of Head of Media. He/she needs to develop and implement all targeted content for various media platforms. To research, write, proofread, and edit all media content, implement and manage media campaigns, and deliver public relations and communications plans.

To ensure success, Head of Media should demonstrate a wide degree of creativity and latitude with a keen interest in shaping BFF image and values through appropriate communication to the outside world. Top candidates will display natural leadership qualities with fantastic time management and planning skills.

Head of Media Responsibilities:

- Identify press opportunities through evolving issues.
- Develop content for dissemination via press releases, social media, websites, and other distribution channels.
- Ensure that key messages align with vital business strategies.
- Serve as the BFF media liaison and formal spokesperson of BFF.
- Conduct press conferences and briefings.
- Scan the media marketplace to keep up-to-date on the latest media trends.
- Monitor online and offline campaigns, and report on results.
- Negotiate with media channels to close competitive deals.
- Build and manage social media profile and presence of BFF.
- Build long-term relationships with media influencers.
- Appropriately manage the media budget of BFF.

Media Manager Requirements:

- Master's degree in communications/media or related (essential).
- 10 years of work experience as the Head of Media or similar.
- Demonstrable experience with building effective media campaigns.
- Ability to create appropriate content for dissemination via press releases, social media, websites, and other distribution channels.
- Ability to conduct press conferences and briefings.
- Analytical thinker with strong conceptual and research skills.



- Natural leader who displays strong decision-making and attention to detail.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent interpersonal, communication, and public speaking skills.

The BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Acting General Secretary, Bangladesh Football Federation, BFF House, Motijheel C/A, Dhaka-1000 by post or email to bff.recruitment@gmail.com on or before 14th May 2023.

Only the short-listed candidates will be called for Interview.