

Bangladesh Football Federation - Technical Department

Post: Coach Education Coordinator

1. Job Designation: Technical Department

Job Nature: Full Time.

Role Summary:

- As part of the BFF Technical Department, primarily responsible for the organisation, coordination and arrangement of the National yearly activity calendar for coach education and development for Football coaches in Bangladesh.
- Responsible for the organisation of the National coach education course programme.
- Responsible for organising and coordinating the workshops for Premier and Championship Administration staff and coaches.
- Primarily responsible for the database of existing and new coaches who hold, attend and achieve qualifications at all levels.
- Primarily responsible for the database of existing and new coach educators.
- Responsible for the communication to ALL coaches informing them of the Coach Education courses, itineraries and programmes.
- Coordinate and organise the yearly activity calendars for coach education and development courses, programmes and workshops.
- Coordinate and organise all the necessary facilities, equipment, staff, materials and student resources for all coach education and development courses, programmes and workshops.
- Coordinate and organise all the necessary correspondence, emails, phone calls, meetings with all students on courses.
- Process all student coaches' applications and confirm all course places on receipt of course fees.
- Liaise effectively with AFC concerning all aspects of coach education.
- Effectively and efficiently communicate through the AFCAS communication portal concerning all aspects of coach education.

Reporting to Technical & Strategic Director.

Bangladesh Football Federation - Competitions Department

Post: Assistant Head of Competitions

2. Job Designation: Competition Department

Job Nature: Full Time.

Role Summary:

- Football administration or governance qualifications..
- Event Management experience or qualifications.
- Sports development.
- An interest in event, sporting management..
- Have an understanding of football competition models and principles..
- Competition management experience.
- The ability to work as a team member and the ability to work independently.
- A modern, progressive approach to management.
- Excellent communication skills.

Bangladesh Football Federation - Marketing Department

Post: Head of Marketing

3. Job Designation: Marketing Department

Job Nature: Full Time.

Role Summary:

- Brand promotion management
- Communicating with corporate house for sponsorship scope and other details.
- Creating company profile.
- Creating and presenting for sponsorship proposals for different tournaments.
- Preparing the draft agreement.
- Planning and brand management strategy for client.
- Event budget preparation.
- Event management plan and execution.
- Maintaining communication with long term sponsor partner and ensuring their sponsor service as per agreement.
- Ensuring sponsorship branding coverage for sponsor.
- Excellent communication skills..

If you are interested and feel you meet the criteria for this post please send your CV and a covering letter by no later than: *October 1, 2018*

Salary:

Attractive remuneration package will be offered to the deserving candidate. Interested candidates are required to apply with CV, 2 copies of passport size photos, copies of academic & experience certificates addressed to:

Bangladesh Football Federation
C/O. The General Secretary
Football governing body of Bangladesh
BFF House, Motijheel C/A, Dhaka-1000.
Phone: +880-2/9574232
Fax: +880-2/957424233
Official site: www.bff.com.bd
Facebook: www.facebook.com/bff.football
Info: bff.recruitment@gmail.com on or before 1st October 2018

Only the short listed candidates will be called for Interview.