



FEDERATION RWANDAISE DE FOOTBALL ASSOCIATION

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VACANCY ANNOUNCEMENT: OFFICE OF THE GENERAL SECRETARY IN FERWAF

FERWAF RECRUITMENT TERMS OF REFERENCE

Federation Rwandaise de Football Association (FERWAF), a non-governmental and non-profit organization founded in 1972, whose offices are located at Kigali (Rwanda),

As the administrative body of football in the country, FERWAF manages competitions, offers technical and administrative training courses while actively fostering the promotion and practice of football.

FERWAF organizes championships such as the Azam Rwanda Premier League and Peace Cup Competitions, as the most popular competitions in Rwanda.

FERWAF has very close links with CECAFA, CAF and FIFA in coordinating tournaments for different events such as the Africa Cup of Nations, Youth and Women competitions and the Olympic Games Football Qualifiers.

It is from the above perspective that FERWAF needs to recruit a qualified person on the position of the Secretary General.

EXPECTED QUALIFICATIONS:

- To be a Rwandese National, fluent in Kinyarwanda and at least one of the languages used at FERWAF (French and or English);
- To have a minimum Bachelor's Degree and above with at least 5 years of working experience at managerial level;
- Have skill in time management and able to work under pressure and stress with no or less supervision;
- Excellent organizational skills.
- Police Criminal Certificate

SECRETARY GENERAL

1. The Secretary General is the chief executive officer (CEO) of FERWAF. He chairs and heads the Management Meeting. The Secretary General reports to the Executive Council through the office of the President;
2. The Secretary General shall be employed by FERWAF on the basis of an employment agreement governed by private law. The employment contract of the Secretary General shall be signed by the President;
3. The organization and structure of the general secretariat shall be dealt with through directives issued by the Secretary General;
4. The duties, powers and responsibilities of the Secretary General are based in principle on the FERWAF Statutes and regulations applicable to the Secretary General, and on rulings and decisions applicable to the Secretary General passed by FERWAF bodies as well as on any applicable legal provisions;
5. The Secretary General is authorized to issue implementing regulations, directives, policies, procedures, circular letters, manuals and similar documents as part of and within the framework of his duties and powers as set out in the FERWAF Statutes, the provisions of these regulations, and the regulations of other bodies.



DUTIES AND RESPONSIBILITIES OF THE SECRETARY GENERAL

- a) He manages FERWAF's general secretariat and ensures that all of FERWAF's executive and administrative work is carried out smoothly, promptly and properly;
- b) He proposes targets for the various Departments and divisions in accordance with FERWAF's overall strategy as determined by the Executive Council;
- c) He proposes the modification of the organizational structures in each Department and division and approved by the Executive Committee;
- d) He implements, the rulings and decisions passed by FERWAF bodies, in particular decisions passed by the General Assembly and the Executive Council, under the supervision of the President adhering to the relevant guidelines and instructions;
- e) He prepares the administration and organization of the General Assembly;
- f) He is responsible for personnel management in the FERWAF General Secretariat;
- g) He issues guidelines and regulations for all FERWAF employees after consulting the management concerned;
- h) He proposes the salary structure (including bonuses) as well as FERWAF's social benefits to the President for approval;
- i) He proposes guidelines and procedures concerning procurement;
- j) He proposes to the Executive Council amendments to the material structure of FERWAF's subsidiaries as well as regarding acquiring and selling holdings in business companies;

- k) He designates specific persons for overall projects (overall project leading persons) and submits the relevant project plans to the Executive Committee for approval;
- l) He is responsible for managing and keeping the accounts of FERWAFWA properly;
- m) He submits to the President for approval the guidelines proposed by the Finance Department, and he is responsible for preparing the annual budget and quarterly cash flows;
- n) He is responsible for preparing the annual audited financial statements;
- o) He is responsible for asset and foreign exchange management;
- p) He is responsible for FERWAFWA's correspondences;
- q) He facilitates relations with the confederations and member associations through the office of the President;
- r) He is responsible for compiling the minutes for the meetings of the General Assembly, the Executive Committee, the standing committees and the ad-hoc committees;
- s) Possess the first signature on all Financial transactions and chèques.

Applications for this position should be accompanied by the academic Degree Certificates, training Certificates if any, CVs and complete addresses should be sent to this email: ferwafa@yahoo.fr or hand in the hard copy of the application to the Reception Office of FERWAFWA addressed to the President.

The deadline for application is 27th of April 2018



SEKAMANA Jean Damascene
President

Fédération Rwandaise de Football Association