VACANCY ANNOUNCEMENT FOR NATIONAL TECHNICAL DIRECTOR

The Rwanda Football Federation invites applications for the position of Technical Director.

The appointee will lead football development across Rwanda and build connected pathways from grassroots participation to high performance for girls, boys, women and men in Rwanda.

Position detail	Proposed wording
Title	Technical Director, FERWAFA
Duty station	Kigali, Rwanda, with regular travel nationwide
Reports to	FERWAFA General Secretary
Contract	Duration TBD
Remuneration	TBD
Application deadline	20th November 2026
Submission	FIFA PLATFORM and FERWAFA Careers at careers@ferwafa.com

The role

- Develop, cost and implement a multi-year national technical development strategy aligned with FERWAFA priorities, FIFA and CAF programmes, and available resources; maintain clear annual targets and reporting.
- Lead grassroots and school football, youth development, talent identification, academies and regional pathways, with a deliberate transition into club and national team environments.
- Expand opportunities, qualified staffing and competition pathways for women and girls; embed inclusion, child safeguarding, welfare and integrity in every programme.
- Lead coach education, educator development, licensing pathways and continuing professional development; coordinate with refereeing, futsal, beach soccer and other technical units within their mandates now and in the future.

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- Provide technical oversight and coordination for national team pathways, performance analysis, sports science and medical collaboration, respecting head coaches' match and team selection responsibilities.
- Manage the technical department, plans, budgets, procurement inputs, partnerships, performance data and donor or FIFA and CAF programme reporting; work with clubs, leagues, schools, districts, ministries and international partners.

Candidate Profile

Essential:

- Substantial senior experience leading football development or comparable technical programmes;
- Demonstrated delivery of strategy across several age groups or levels; experience supervising teams and budgets;
- Credible knowledge of coach development and talent pathways;
- Commitment to women's football, safeguarding and ethical leadership;
- Excellent written and spoken English and/or French;
- Ability to work in Rwanda or obtain appropriate authorization.
- A relevant university degree or recognized advanced football technical or coaching qualification is required.

FERWAFA will assess equivalent combinations of formal study and substantial technical leadership experience where its policy permits.

Desirable:

- FIFA or CAF technical leadership education;
- Advanced CAF, UEFA or equivalent coaching licenses or coach educator qualification;
- Experience in an association or multi-stakeholder national system;
- Fluency in either English or Kinyarwanda;
- Demonstrated work in African football.

These are advantages, not automatic exclusion criteria.

Application package

Submit;

(1) a cover letter explaining relevant results;

(2) a current CV;

(3) copies of key qualifications;

(4) a two-page vision for football development in Rwanda covering the first three years; and

(5) contact details for two professional referees.

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Please indicate any actual or potential conflict of interest. Reference checks will be conducted only at the appropriate stage with candidate consent.

Selection and equal opportunity

Applications will be screened against the stated criteria, followed by a scored shortlist, a technical exercise, presentation and structured interview.

FERWAFA is committed to fair recruitment and welcomes qualified applicants regardless of sex, disability or background.

Candidates may request reasonable assessment accommodations through careers@ferwafa.com. Personal information will be used for recruitment and handled under applicable privacy rules.

Send the complete application through FIFA Portal and/or careers@ferwafa.com by **20th November 2026 at 17h00' (Kigali Time).** Use the subject *"Technical Director application - Full name"*. FERWAFA will contact candidates selected for the next stage. No fee is charged for this recruitment.

Signed by:
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FEDERATION RWANDAISE DE FOOTBALL ASSOCIATION
FERWAFA
B.P 2000 Kigali

Bonnie MUGABE
General Secretary

Federation Rwandaise de Football Association (FERWAFA)

Attached:

- ***Detailed Terms of references (ToRs)***

NATIONAL TECHNICAL DIRECTOR

Technical Competencies Description (ToRs)

Department/Division/Service	Technical Football Development Department
Job Title	National Technical Director
Supervised by	General Secretary
Key Responsibilities (Job Description):	
Functions	**Tasks**
1. Mass Football	▪ Encourages the expansion of football and promotes the practice of football by as many people as possible (from grassroots to elite for men and women); ▪ Acts as a vector for football's educational values; ▪ Encourages the introduction/expansion of women's football, beach soccer and futsal; ▪ Adapts the forms of organization of competitions to age categories, time of the season, sporting infrastructure, skill levels, etc.
2. Grassroots Football Development	▪ Introducing football to 6–12-year-olds (boys and girls) where possible ▪ Increasing the number of participants ▪ Training and coordinating educators
3. Youth Football Development	▪ Advise FERWAFA how to organize Youth competitions of various age groups and levels ▪ Supervising academies/Training Football Center
4. Women's Football Development Programs	▪ Incorporate Women's Football Development plan in Strategic plan ▪ Promoting women's football at all levels ▪ Player development ▪ Competitions ▪ Tournaments
5. Education development Programs	▪ Outline Coach Education/Courses plan for Educators, coaches, possibly Referees and Medical Courses in collaboration with respective person in charge within FERWAFA. ▪ Defines a coach licensing system (Pro, A, B, C, D) in line with the needs of the association and the parameters set forth by the confederation ▪ Makes sure that clubs observe their obligation to use qualified/certified coaches (linked to the MA's club licensing system)
6. Elite Football (Men and Women)	▪ Prepares the future of national football and works to improve the standard of play in national competitions (senior and youth) ▪ Reinforces the competitiveness of youth national teams

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	▪ Helps to identify, train and protect talented young players ▪ Assists with setting up training camps for the various youth national teams ▪ Provides input for club competition rules (foreign players, young Players, format of the competition, number of teams, etc.)
7. National Football Philosophy	▪ Work hand in hand with other Department (Competitions, Medical, Referees, National Senior Team Head coaches, youth National Team Coaches, Coaches of Division 1, 2 and Academies to develop National Football Philosophy, ▪ Document and submit a National Team philosophy document to Rwanda Football Federation through consultative Workshops and Meetings
8. Long term Football development plan	▪ Review and align with the existing Technical Strategic Plan to meet the National Sports Development Policy
9. Interaction with other Departments within FERWAFA	▪ Maintains regular horizontal relations with the other staff of the association particularly with the heads of the other departments within FERWAFA *(e.g Competition department, Marketing, Administration and Finance etc...);* ▪ Make sure that there is good communication and avoid overlapping and undue interference; ▪ Insure professional horizontal constant communication and cooperation between his department and National Team Coach ▪ Provide input on young talents and football potential ▪ Horizontal interaction with Competition Department, Referees, Medical, Marketing, Finance and administration ▪ provide guidance on the concerning the recruitment of National Technical Department staffs; ▪ Be involved in preparation of annual budget;
10. Insure the professional relationship between Technical Department and the Senior National Team Coach/Staff	▪ The professional relationship between the technical director and the senior national team coach is horizontal and is based on constant communication and cooperation, ▪ build the future of the nation's football so that as a result of a long-term process the national team can progress over time;
11. Ensure Vertical Supervision of other national team Coaches.	▪ Direct and strong link between the work conducted by the youth national team coaches (e.g. U-15, U-17 & U-20). ▪ He organizes and monitors the work of youth national teams. ▪ provides national coaches with targets, instructions, and programme plans ▪ Actively participate in planning, budgeting and organizing the training camps and preparation work. ▪ Receive feedback on technical/tactical/physical/psychological weaknesses to be addressed through development programmes, coaching courses and specific training routines at the level of the youth teams.
12. Communication	▪ He must be implicated in the definition of the association's communication approach for development activities;

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	▪ Explain technical matters to persons who have little experience in football
13. Relations with Elected Members	▪ Collaborate with Elected Members to achieve the vision and mission of Rwanda Football Federation
14. Media Management	▪ Facing the media in pre-match and post-match interviews. ▪ Provide information to the media with the General Secretary's approval
15. Staff Management	▪ Develop Activities plan and Procurement plan related to the Technical and development department. ▪ Supervise staff of Technical Development Department, ▪ Consolidate Weekly report and Week plan from Staff of Department; ▪ Monitor activites plan of the Department; ▪ Organize periodic meeting with Staff of Department ▪ Manage staff complaints of Staff of Departments ▪ Manage leaves of his/her department;
16. Monitoring and Evaluation of Staff	▪ Consolidate the Evaluation and Monitoring Plan Document to be shared with the general secretary, the president and the ExCo. ▪ Ensure preparation and submission of activity plans and periodic report of department;
17. Coordinate knowledge transfer	▪ Consolidate the Skills and Knowledge transfer plan document to be shared with the general secretary, the president and the ExCo. ▪ Organize periodic workshops/meetings with Local Coaches from Grassroots to Elite teams; ▪ Attract other expert in the area of Football to come in Rwanda to share skills and knowledge;
18. Supervise and coordinate correspondences	▪ Supervise the establishment and maintenance of the general filing system and file all correspondences related to the national Team and youth coaches

Job Specifications (indicate whether knowledge/skill (qualification), experience is **Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)**			
Relevant Qualifications	**C**	**D**	**A**
The CAF A Coaching License or UEFA 'A' Coaching License	C		
The CAF Pro Coaching License or UEFA 'Pro' Coaching License		D	
Premier Diploma *(NSCAA - USA) or equivalent*		D	
FA Teaching Certificate		D	
Relevant football and sport qualifications *(e.g., national or international coaching license, university degree in relevant field)*		D	
Executive Education in Project Management; Finance Management, Human Resource			A
Experience	**C**	**D**	**A**
1. Minimum Seven (7) years of working experience as National Technical Director	C		
2. Minimum Ten Years of Working Experience as Technical Director in Professional Clubs or federations in Africa, Europe or USA		D	

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3. Working experience years in Senior National Team Coaching		D	
4. Experience as a football player *(not necessarily at the highest national level)*		D	
5. Experience as Elite professional Football coach or instructor		D	
6. Comprehensive knowledge of African Football Development Context			A
7. Capacity to adapt the language and arguments to match a no specialist audience			A
8. Reliability, competence and hard work as the key for more responsibility and independence			A
9. Coordination and open communication lines as a means to explain the needs of the technical department vis-à-vis other functional units			A
10. Be fully aware of statutory and governance requirements and respect them			A
11. Understanding of the political dynamics and capacity to produce programme proposals that are in line with the association's strategy and the president's campaign manifesto			A
12. multi-disciplinary attitude			A
13. be able to explain the complexity of football development to people who do not have a technical background			A
14. Organizational capacities that enable him to implement a complex set of programmes nationwide			A
15. Reports on activities and financial accountability			A
16. Managerial skills and experience enabling him to coordinate,	C		A
17. Motivate and supervise the technical staff, including those who work in the regional branches	C		
Language	**C**	**D**	**A**
1. Proficiency in English *(Write and speak fluently)*	C		
2. Proficiency in French *(Write and speak fluently)*		D	
3. Knowledge of Rwanda local language *(Kinyarwanda)*			A
Computer Literacy	**C**	**D**	**A**
1. Proficiency in Information Technology Tools Microsoft offices (World, Excel, Power Point)	C		
2. Proficiency in Microsoft Project Plan		D	
3. Proficiency in Football Planning Software/Applications			A
Service Values and Principles (these are mandatory and candidates must undertake to abide by them).	**C**	**D**	**A**
1. High standards of professional ethics and secrecy *(characterized by a high level of independence)*	C		
2. Efficient, effective and economic use of resources	C		
3. Responsive, prompt, effective, impartial and equitable provision of services	C		
4. Devotion and serving National Team interest	C		
5. Accountability for administrative decisions	C		
6. Transparency and provision to the public of timely and accurate information	C		
7. Time management	C		

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9. Zero tolerance to corruption, rape and sexual harassment.	C		
10. Decency and integrity.	C		

Core Competencies Description

Competency	Description
1. Leadership	• Entrenches and inspires a sense of vision and motivation. Is collaborative and has a drive to achieving institutional vision, mission and goals; • Recognition/acceptance by the national football stakeholders; • strategic and networking skills; • Analytical skills (both concerning the game and the football environment in general): ability to define and develop the technical strategy;
2. Integrity	Promotes impartiality, fairness, and honesty. Takes prompt action or proposes solutions to stop unprofessional or unethical behavior.
3. Inclusiveness	Engages and demonstrates respect for intellectual views of others, gender, age, people with disability, culture and beliefs.
4. Accountability	Accepts and assumes responsibility for work and decisions. Reports work done, and explains decisions taken. Accepts mistakes and failures and endeavors to take corrective action or bears the consequences.
5. Communication	• Understands clearly situations and communicates his/her message with clarity to a relevant audience. Listens attentively to others with an open mind and provides feedback. Uses proper channels of communication. • Communication skills that enable him to convince the key football stakeholders of the quality of his project
6. Professionalism	Demonstrates strict adherence to ethical and performance standards. Exhibits a sense of ownership, responsiveness, urgency and courtesy.

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General Competencies Description

Competency	Description of Competency
1. Strategic Leadership and Orientation	Serves as a role model that other people want to follow and actively drives Organizational change through empowering others to translate vision into results. Is proactive in developing strategies to accomplish objectives, enthusiastic about current opportunities and future possibilities and has a results-oriented mind-set.
2. Analytical Skills	Develops ideas that guide interpretation of situations based on sound judgement and experience. Assesses situations, identifies key issues and produces logical and practical solutions.
3. Problem Solving	Analyses situations, identifies challenges and provides appropriate solutions. Demonstrates ability to hand over unsolved problems and proposes likely solutions to next level.
4. Decision Making	Makes timely decisions based on relevant information. Provides valuable inputs in decision making process.
5. Time Management	Plans work schedules, prioritizes tasks and meets deadlines. Delegates work to team members for effective and efficient productivity.
6. Mentoring and Coaching	Ability to identify and select appropriate methods to effectively deliver mentoring and coaching. Always aware of skills gaps and when necessary to address them through mentoring and coaching.
7. People Management	Continuously assesses the capability of staff working under him/her and agrees on appropriate standards of performance and behaviour with staff. Identifies, further develops and effectively manages Talent.
8. Resource Management	Demonstrates appropriate utilisation of resources. Exhibits stewardship to ensure proper management and maintenance of resources.
9. Teamwork	Works collaboratively with colleagues to undertake specific tasks to achieve common goals. Solicits inputs by genuinely valuing others' ideas and expertise.
10. Project Management	Identifies, initiates and develops appropriate project proposals, programmes and portfolios. Develops and implements effective strategies and ensures Project sustainability. Monitors and reports on the implementation of Project deliverables.
11. Creativity/Innovation	Proposes new ideas, different options or persuades colleagues to solve problems or meet client needs. Uses creative techniques and skills to design and develop options to improve how the institution works. Has ability to adapt and use alternative techniques to achieve institutional goals.
12. Risk Management	Identifies and assesses risks which the organization may be exposed to. Proposes effective mitigation measures and strategies to control risks.
13. Technology Awareness	Embraces new technological solutions to solve organizational challenges. Continually upgrades his/her technological skills to enhance Institutional performance.
14. Diplomacy	Exhibits diplomatic savvy, confidence in carrying out his/her representational role. Communicates concisely, with attention to required diplomatic courtesies and exigencies of protocol. Exhibits ability to promote, preserve and safeguard cooperation interests and friendly relations while engaging with both internal and external partners.