



## **JOB VACANCY – GFA REFEREES MANAGER**

### **Position: Referees Manager**

The Ghana Football Association (GFA) is looking for a qualified person to fill the vacant position of Referees Manager.

### **Position Description**

Position Title: Referees Manager

Reports to: General Secretary

Position based in: Head Office, Accra or as may be directed by the General Secretary

Tenure: Full time employment

### **Company Information:**

Founded in 1957, the Ghana Football Association (GFA) is the game's governing body in Ghana. It is a representative democracy, and is the umbrella organisation for all football clubs, associations and other interest groups in the country. The GFA is responsible for overseeing, promoting and developing Ghana football at all levels; from grassroots through to the professional game. The GFA is committed to develop, promote and raise the level of football throughout Ghana.

The successful applicant will:

1. Organise courses for Referees, Referee Instructors and Referee Assessors.
2. Prepare and produce teaching materials in line with the Laws of the Game issued by IFAB.
3. Report regularly on its activities to the Referees Committee either directly or through the General Secretary.
4. Assist the Referees Committee.
5. Implement decisions adopted by the Referees Committee.
6. Carry out all tasks related to the logistics of refereeing.
7. Carry out all administrative duties of the refereeing department.
8. Implement programmes to develop the Referees according to the guidelines approved by the Referees Committee.
9. Assist with the coordination of the GFA refereeing development program with the Head of the GFA Technical Directorate.
10. Coordinate courses and events of Refereeing.
11. Provide management direction and support for all GFA refereeing events, courses, and competitions.
12. Prepare and manage documents and forms associated with Referee activities.
13. Create reports (technical and otherwise).
14. Manage logistical requirements.
15. Provide assistance in the organization of instructors, assessors, referees to all matches.
16. Work with other departments to create videos and other productions related to refereeing.
17. Analyze and report on referee performances.
18. Manage referee materials like communication systems, substitution boards, etc.
19. Manage and direct functions (including providing performance feedback and follow-up) relating to the following areas:
  - Instruction
  - Assessment
  - Fitness
  - Appointments

The ideal applicant must have:

1. A working knowledge in the activities of FIFA, CAF and GFA Statutes and Regulations.
2. Knowledge on the Regulations on the Organisation of Refereeing in FIFA Member Associations.
3. Must have high work ethics, excellent communication skills, knowledge of Refereeing practices.
4. Must have strong organisational and interpersonal skills.
5. Experience in various aspects of football with emphasis on refereeing.
6. Ability to solve problem and work with little supervision.
7. Self-motivated, self-directed, and proactive (seeks opportunities/challenges and finds/recommends solutions)
8. Ability to multi-task.
9. High level experience in creating/managing programmes.
10. Ability to logically plan, organize and execute.
11. Skilled in the use of all Microsoft Office products (Word, Excel, PowerPoint) and technologically savvy with the ability to create clips for training and review.
12. Superior communication skills (written and oral).
13. Fluency in English. French and Arabic may be an added advantage.
14. Age limit – not more than 40 years

#### **Qualification & Experience Required**

1. Must have a university degree. A Masters degree will be an added advantage.
2. Must have at least 5 years working experience.

#### **Mode of Application**

Interested applicants are to submit the following in addition to the application letter:

1. Full curriculum vitae.
2. Names and Addresses of two (2) confidential referees.
3. A 2 or 3 page Vision Statement for the advertised position.

Applications MUST be sent by email to [ghanacv2020@gmail.com](mailto:ghanacv2020@gmail.com) on or before 5pm on Monday, March 9, 2020.

**NB: Only shortlisted candidates will be contacted**

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