



## **JOB VACANCIES**

### **THE ORGANISATION**

Football Association of Malawi (FAM) is the governing body of football in Malawi and was founded in 1966 with its main mission of effectively organizing, administering, developing and controlling the game of football in consistent with FIFA rules and regulations in a manner that will continuously improve the standard of football in the country. FAM is affiliated to FIFA, CAF, COSAFA and the Malawi National Council of Sports (MNCS). FAM manages all Malawi national football, Beach, Futsal teams for both men and Women. FAM seeks to hire Regional Administration Officers and Finance Officers for the four regional member associations' secretariat offices namely; Northern Region Football Association; Central Football Association; Eastern Football Association and Southern Football Association. These positions will be based in Mzuzu, Liwonde, Lilongwe and Blantyre respectively. FAM also seeks to hire Referees Development Officer to be based in Blantyre.

#### **1. Administration Officer (Grade C3)**

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##### **Job Summary**

This position is responsible for ensuring that operational activities align with regional plans as an objective within their assigned region to respond to the FAM strategic plan. This includes managing staff, coordinating with local offices, and ensuring compliance with company policies and procedures. The successful candidate will be offered a 3-year renewable performance-based contract.

##### **General Description**

Reporting to the Administration and Marketing departments, the incumbent will lead in ensuring that administrative activities are always conducted in adherence to FAM's guidelines and other donors' policies and standards.

##### **Key Responsibilities**

- Advise members on the interpretation and application of policies and procedures
- Supervising multi-disciplinary teams of staff and overseeing management of the institutions' fleet

- Provide daily administrative management of the different projects being carried out by the Association including drafting notes, minutes, correspondence and necessary follow-up;
- Maintain records of all regional district committees in the membership database
- Ensure compliance with FAM procedures in the processing of different office information
- Provide administrative support to the regional committee and the secretariat
- Coordinate and support the executive committee meetings, annual general assembly and any other meetings assigned in the region
- Work within budgets to develop cost-effective marketing plans for the regional programs.
- Develop and implement effective marketing strategies to raise awareness of regional activities to achieve.
- Manage relationships with external stakeholders and suppliers in relation to marketing and business development initiatives.
- Ensure that all internal or external enquiries are properly referred to or resolved
- Compile monthly, quarterly, and annual reports in order to present current and projected trends.

#### **REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**

- Be Malawian,
- Understand the principles of non-disclosure and confidentiality.
- Bachelor's degree in Sports Management (preferred), Business Management, Marketing or Communications.
- Candidates must possess a minimum of 3 years of experience in an administrative/marketing role, preferably in sports.
- Experience in managing office operations is highly desirable.

#### **Other Knowledge and additional Competences**

- Excellent communication skills, both written and verbal are required.
- Excellent skills in the use of MS Office suite including use of publishers and other software packages to create communication needs such as Illustrator or Photoshop
- Must be self-motivated, extremely organized and possess the ability to efficiently manage time and priorities effectively.
- Must be an independent thinker with the ability to multi-task.

## **2. Finance Officer (Grade C3)**

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### **Role:**

Reporting to the Management Accountant the Finance Officer will provide proactive support to the finance team and the regional association's secretariat office including, but not limited to, maintaining financial records, processing payments, receipts and month end routine reporting. The successful candidate will be offered a 3-year renewable performance-based contract.

### **Responsibilities:**

Supporting budget holders with relevant documentation necessary for them to understand and explain better any sections of reports relating to their respective budgets.

- Providing support on enforcement of policies, procedures and internal controls by performing preliminary checks on whether transactions being processed are in compliance with policies.
- Making payments and receiving funds according to FAM's accounting policies and procedures.
- Checking payment vouchers to ensure that right budget codes have been used before they are booked in *Sage* platform for payment processing.
- Verifying to ensure that there is sufficient supporting documentation for all financial transactions to provide clear audit trail.
- Banking all receipts intact and promptly in line with policies.
- Booking payments and receipts in *Sage* platform on a timely basis.
- Arranging for and facilitating signing of cheques/payment instructions by appropriate signatories in line with policies.
- Undertaking organized filing and safe custody of finance documents.
- Safeguarding cash and other valuable assets for the Association.
- Perform any other duties as may be reasonably requested from time to time.

### **REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**

- Be Malawian,
- Understand the principles of non-disclosure and confidentiality.
- Bachelor of Accountancy Degree with any degree with at least 3 years of work experience within donor funded administration.
- Excellent skills in examining supporting documentation to financial transactions. This includes good knowledge of key procurement stages and related documentation.
- Have excellent verbal, writing and presentation skills in English.
- Have effective knowledge of IT and communication systems including using accounting packages, i.e. MS Office suite and *Sage* and *Aruti* systems is desirable.
- Strong knowledge of relevant tax laws and regulations.

- Honest, mature, diligent, good attitude and commitment towards work. ▪ Good communication skills (oral and written).

### **3. Referees Development Officer (Grade C1) – Readvertisement**

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#### **Job Summary:**

To Support development, training and mentoring of referees within the regions and the whole country and assist in improving refereeing standards and consistency.

**Reporting to:** The Referees Manager

#### **Responsibilities:**

##### **A. REFEREES TRAINING (40%)**

- Design and deliver training sessions, workshops and courses
- Identify and address training needs and determine areas of improvement
- Developing training materials by creating training resources – manuals, videos and presentations
- Scheduling training sessions, workshops and course
- Managing and supporting trainers and instructors
- Delivering training by presenting training programs either directly or through appointed trainers
- Training evaluations for its effectiveness and making improvements
- Technology integration, incorporating video analysis into training programs.

##### **B. MENTORSHIP & COACHING (30%)**

- Pair experienced referees with less experienced ones and support
- Identify areas of development needs and creating targeted mentorship and coaching plans
- Monitor and evaluate mentorship program effectiveness
- Providing one-on-one coaching to referees to improve specific skills
- Help referee on goal setting and achieving personal development and matters related to their role
- Creating and implementing development plans for referees
- Providing coaching and guidance during the matches
- Video analysis to review referee performance and provide feedback

##### **C. REFEREES ASSESSMENT (15%)**

- Evaluating referee performance – assessing performance during matches and training
- Observe and assess referee physical fitness & providing guidance for improvement
- Provide constructive coaching and feedback to improve their performance

- Managing assessment process by developing and implementing processes and protocols
- Maintaining records for assessment and feedback
- Developing assessment tools for easy use and compatibility to current trends and ensuring consistency in assessment process and standards
- Providing written evaluation of referees' performance
- Reporting to relevant stakeholders on the results of the assessment

#### **D. TALENT IDENTIFICATION (10%)**

- Develop and implement talent identification plans
- Identifying potential talented young referees for development
- Scouting by attending matches and tournaments to scout for talented referees
- Fast-tracking by providing accelerated development opportunities for exceptional talents
- Identify training needs for specific talented referees and creating development plans
- Talent pool management for future development
- Reporting on talent identification and development progress to stakeholders

#### **E. ADMINISTRATION**

- Data management and records keeping related to referees' demographics, development, and performance
- Event planning by organizing and coordinating events, workshops and training sessions
- Coordinating communication with referees, stakeholders and governing bodies
- Policies & regulations implementation ensuring compliance
- Managing logistics for events, workshops and training sessions
- Handling correspondence relating to referees' development. Including emails, phones and letters
- Provide administrative support for compliance of data protection and financial regulations
- Assist in budgeting and resource allocation for referee development programs, events and activities

#### **Required Qualifications and Experience**

- Be a Malawian
- Have a relevant diploma in sport management or education
- At least 2 – 3 years of work experience within sports administration including providing administrative services to a refereeing business, sports teams or other organization (a must).
- A current registered referee or equivalent experience (a must).
- Have capacity of problem-solving skills and ability to work in a fast-paced environment.

#### **Other Knowledge and additional Competences**

- Highly organized, with ability to manage and deliver multiple pieces of work simultaneously

- Ability to manage own time in-line with performance priorities, with limited supervision
- Ability to 'self-help' as a first action to learn a new system
- Ability to review an existing process, or way of working and make it more efficient
- Confident to open conversations, communicate and work with positively with others
- Intermediate use of Microsoft Office applications Word, Excel and PowerPoint and other IT related software and hardware.
- Have effective knowledge of IT and communication systems and
- Have excellent verbal, writing and presentation skills in English.

### **Remuneration**

FAM will offer a competitive remuneration par commensurate with qualification and experience within its structure.

### **Method of Application**

Interested candidates should apply by submitting a Motivation letter, a Detailed Curriculum Vitae with three traceable referees and copies of certificates not later than **5<sup>th</sup> March 2025**.

Applications must be submitted by email clearly marked "Application for Regional Administrator Position" or "Application for Finance Officer Position" or "Application for Referees Development Officer Position" by email to: [admin@fam.mw](mailto:admin@fam.mw)

### **The General Secretary**

**Football Association of Malawi**

**Mpira Village**

**P.O. Box 51657,**

**Limbe,**

**Malawi.**