Young Africans Sports Club is a fully-fledged Sports Institution and duly registered with National Sports Council registration. The Headquarters of the Club is located at a junction of Jangwani/Twiga Streets in Ilala District, Dar es Salaam.

As a registered sports club, Young Africans SC is entitled to institute and administer various sports teams and or groups in different sports and games disciplines. Currently the club administers the men and women football teams and it is a registered member of the Tanzania Football Federation (TFF).

The Club would like to express its intention to fill some management and administrative positions so to align with the TFF regulations and to support the Club administrative structure. Therefore, the Club would like to invite suitable applicants to fill the following posts:

1. **THE GENERAL SECRETARY**

   The General Secretary shall be the chief executive of the secretariat responsible for all day-to-day office activities and shall work under the directions of the Executive Committee and the Chairman; and will be the officer in charge for the implementation of the decisions of the Executive Committee.

   **Duties and Responsibilities:**

   (i) Will be responsible for managing the key activities of the Club, including finance, marketing, media, competitions, football development, technical matters and legal issues.

   (ii) Will be responsible for the implementation of decisions of the Executive Committee and the carrying out of Club policies.

   (iii) Will be responsible for the administration of the secretariat and supervision of staff in the performance of their duties.

   (iv) Will be responsible for the appointment and discipline of all secretariat staff.

   (v) Assist and participate in the congress and executive and standing committee meetings and be an ex-officio at all meetings of the Club without the right to vote.

   (vi) Be responsible for the organization and recording/documentation of all minutes of the Club meetings.

   (vii) Be responsible for all publications of the Club.

   (viii) Be responsible for all Club correspondences of the Club and will liaise with TFF, CAF, FIFA and other national and international organizations in all official communications.

   (x) Be the official spokesperson for all official day-to-day matters of the Club.

   (xi) Be responsible for the development of the Club as a sports institution.

   (xii) Responsible for planning and strategizing on the mobilization and recruitment of new Club members in every district of the country and outside the country.

2. **COMPETITIONS DIRECTOR**

   The Competitions Director will be responsible for all national and international competitions administered by the Club.
2. **COMPETITIONS DIRECTOR**

The Competitions Director will be responsible for all national and international competitions except youth and women competitions. Shall be reporting to the General Secretary.

**Duties and Responsibilities**

(i) Responsible for management of all national and international competitions save for youth and women competitions. This will include:

a) Fixtures and draws  
b) Venues  
c) Logistics - travel and accommodation  
d) Player eligibility  
e) Referees - in cooperation with the referees and Technical Development department  
f) Local organizing committees at the playing venues  

(ii) Competitions rules and regulations  

(iii) Development of existing and new competitions  

(iv) Competition budgets (in cooperation with the finance department)  

(v) Liaise with regional football bodies regarding local competitions to ensure quality of local competitions  

(vi) Fixture scheduling and including rescheduling in exceptional circumstances  

(vii) Players registration  

(viii) Transfer of players  

(ix) Disciplinary system  

(x) Compliance with competition rules  

(xi) In charge of the decisions of the competitions committee  

(xii) Responsible for match officials for the international fixtures  

(xiii) Compliance of venues to set standards for all national and international fixtures  

(xiv) Responsible for developing competitions to ensure a full season of competitive football  

(xv) Designing and implementing other programmes for competitions development  

(xvi) Ensuring total compliance of the club in all local and international competitions with the relevant regulations  

(xvii) Monitoring the management and performance of all teams within the club and creating a conducive coaching infrastructure in collaboration with Technical Committee  

(xviii) Any other task as shall be assigned to him by the General Secretary

**Required Skills, Competencies and Qualifications**

i. From a football background as a former player, referee, coach or football administrator.

ii. At least five years in the field of football Administration and Management.

iii. Holder of a related bachelor’s degree in management and administration.

iv. Self-starter, independent, motivated and a good team player with strong personality.

v. Excellent public relations and communication skills.

vi. Strong interest in sports, especially football.

vii. Good in both Swahili and English. Knowledge of other international languages will be an added advantage.

viii. Good organization, planning and leadership skills with high integrity.
3. **SALES, MARKETING, TEAM BRANDING AND EVENT MANAGEMENT DIRECTOR**

The Sales, Marketing, Team Branding and Event Management Director has the responsibility for planning, executing and monitoring strategic marketing activities. Shall be responsible to the General Secretary and will be empowered to undertake all Sales, marketing, Team Branding and event management related activities.

**Duties and Responsibilities**

(i) Design, implement and facilitate the marketing plan (short, medium
and long term).

(ii) Work closely with key stakeholders including and not limited to third-party marketing agents, government agencies, international football governing bodies and corporate bodies.

(iii) Design and implement marketing programmes, promotional plans and advertising with respect to the marketing plan.

(iv) Undertake, manage and monitor the commercial partner’s sales.

(v) Organize and implement client relations and account management.

(vi) Communicate with the sponsors and deal with corporate leaders.

(vii) Develop and administer a marketing research database, which includes client and prospect information, media network contacts (print media, television, radio and/or new media), etc.

(viii) Develop training and educational marketing programs and tools for clubs and other associated bodies.

(ix) Plan and administer marketing operations budget (in collaboration with finance department).

(x) Event management of competitions, matches and other activities.

(xi) Promotion of competitions, our team, matches and events.

(xii) Marketing, sponsorship and commercial activities of Club’s products.

(xiii) Any other task as shall be assigned to him by General Secretary.

(xiv) Branding our Club and the teams to the high quality international level

(xv) Ensuring our brand is highly maintained and demonstrated whenever the team will be going from the look and behavior (even when we don’t have matches)

(xvi) Control the Website and social media official accounts (Twitter, Facebook, and Instagram)

(xvii) Responsible for planning and strategizing on the mobilization and recruitment of new Club members in every district of the country and outside the country

**Required Skills, Competencies and Qualifications**

i. At least seven years of working experience with at least five years in the field of marketing.

ii. At least a holder of a Bachelor’s degree in Business Administration, Marketing, Public Relations or equivalent to that.

iii. Self-starter, independent, motivated and a team player with an outgoing personality.

iv. Excellent public relations and communication skills.

v. Strong interest in sports, especially football.

vi. Good language skills in both Kiswahili and English. Knowledge of other International languages will be an added advantage.

vii. Good organization and leadership skills with high integrity.

viii. A football background, i.e. a former player, referee, coach or administrator but not necessarily at international level will be an added advantage.
4. **TECHNICAL DIRECTOR**
The Technical Director shall be responsible for football development in the Club. All staff in the Club shall report to the General Secretary.

**Duties and Responsibilities**

i. Preparing football development plans and programmes and overseeing their implementation.

ii. Establish and maintain the club philosophy in technical terms.

iii. Promoting youth and women football.

iv. Establishing communication channels with all football administrators and technical personnel (coaches, referees and medical personnel) within and outside of the country for the positive interest of the club.

v. Embarking on full scale grassroots football development.

vi. Establishing coaching platform and junior structures in the regions and zones were the club has major interest.

vii. Regulating and monitoring the activities of administrators and technical personnel.

viii. Monitoring the management and performance of youth and women teams and creating a conducive coaching infrastructure within the club and her associate.

ix. Facilitating and promoting the practice of football by as many people as possible.

x. Organizing age category competitions.

xi. Organizing women’s football competitions.

xii. Developing and promoting football activities in schools for the interest of Club.

xiii. Establishing an efficient coaching structure and grading administrators and technical personnel and carrying out the licensing functions category within the club and her associate.

xiv. Providing qualitative and quantitative training of administrators and technical personnel within the club and her associate.

xv. Providing technical advice and overseeing the development and maintenance of football infrastructure.

xvi. Developing and maintaining contacts with the TFF/CAF/FIFA technical education department to coordinate, implement, monitor and provide feedback on all matters pertaining to administration and technical education of the Club.

xvii. Maintaining up-to-date information with regard to training materials, etc.

xviii. Organizing, administering and coordinating Club license courses, re-training courses and all other activities deemed appropriate and relevant to technical development within the Club.

xix. Developing, implementing and overseeing a talent identification system.

xx. Compiling and maintaining a database of Club accredited licensed administrators and technical personnel.

xxi. Directing and supervising the duties of subordinate staff and providing feedback to them.

xxii. Any other task as shall be assigned to him by the General Secretary.

xxiii. He shall save as Club technical adviser.
Required Skills, Competencies and Qualifications

i. From a football background. He should be a former player
ii. At least seven years of working experience with at least five years in football coaching any national team or premier league club level
iii. Credible and recognized by the TFF, CAF and FIFA.
iv. Qualified with at least a football-coaching diploma. A Bachelor's degree in sports management, physical education or related field will be an added advantage.
v. Self-starter, independent, motivated and a team player with an outgoing personality.
vi. Excellent public relations and communication skills.
vii. Strong interest in sports, especially football
viii. Good language skills in both Kiswahili and English. Knowledge of other International languages will be an added advantage.
ix. Good organization and leadership skills with high integrity.

5. FINANCE AND ADMINISTRATION DIRECTOR
The Finance and Administration Director will be responsible for the management and control of the financial affairs and administrative matters of the Club. Shall report to the General Secretary.

Duties and Responsibilities

i. Developing, introducing and managing financial control procedures to ensure that all fiscal issues are properly managed and accounted for; and all income is recorded appropriately.
ii. Analyzing and making recommendations on all contracts that have financial implications for the Club.
iii. Coordinating meetings of the finance committee, recording the minutes and implementing decisions of the finance committee,
when approved by the executive committee.

iii. Analyzing income and expenditure as compared to the budget on a quarterly basis and making reports to the finance committee.

iv. Liaising with and assisting the external auditors of the Club.

v. He/she shall prepare response to the external audit queries and ensure implementation of their recommendations.

vi. Ensuring that the statutes of the Club pertaining to financial matters are fully complied with.

vii. Liaising with the marketing department on the sponsorship and commercial activities of the Club.

viii. Introducing modern accounting systems and practices within the club with the approval of Executive Committee.

ix. Meeting the regulatory and reporting requirements under the appropriate legislation.

x. To implement sound financial policies.

xi. To provide information to other departments for budgetary purposes.

xii. To prepare short and long term plans and budgets and advice on the investments programmes for necessary approval(s).

xiii. He/She will be required to submit periodic reports to the General Secretary on revenue and expenditure together with the necessary financial statements, i.e. profit and loss, balance sheet, cash flow, etc. as shall be required by the General Secretary. He/She will make sure that the reports and statements submitted give a true position of the Club’s financial affairs for the period under review on the date stated herein.

xiv. Formulating and implementing policies relating to personnel administration, public relations, staff development and general administrative support services.

xv. To identify staff needs.

xvi. To establish recruitment plans and oversee their implementation.

xvii. To monitor manpower performance.

xviii. To institute disciplinary procedures for Club staff.

xix. Shall serve as Club financial and investment adviser.

xx. Any other task as shall be assigned by the General Secretary.

**Required Skills, Competencies and Qualifications**

i. At least seven years of working experience with at least five years in the field of Finance and Administration.

ii. At least a holder of a Bachelor’s degree in Commerce or Finance or Accounting or Business Administration and must be registered with NBAA.

iii. Self-starter, independent, motivated and a team player with an outgoing personality.

iv. Excellent public relations and communication skills.

v. Strong interest in sports, especially football

vi. Good language skills in both Kiswahili and English. Knowledge of other International languages will be an added advantage.

vii. Good organization and leadership skills with high integrity.

viii. A football background, i.e. a former player, referee, coach or administrator but not necessarily at international level will be an added advantage.
6. **LEGAL AND MEMBERSHIP DIRECTOR**

The Legal and Membership Director shall be responsible for Legal and Membership matters. Shall report to the General Secretary.

**Duties and Responsibilities:**

i. Handling membership matters.

ii. Maintaining good communication links with Club members and stakeholders.

iii. Establishing good working relations with Club members and stakeholders.

iv. Analyzing and making recommendation on all contracts involving the Club.

v. Representing the Club in all legal issues.

vi. Drafting of competition regulations and all legal correspondence not limited to the employment contracts.

vii. Ensuring compliance to contractual obligations of the Club.

viii. Ensuring the realization of contractual rights of the Club.

ix. Ensuring compliance of Club’ constitution to the standard statutes and all the directives of the federation, CAF and FIFA.

x. Ensuring that members of Club adhere to their respective constitutions.

xi. He/She will be required to draft standard Statutes to be followed by all members’ Organization within the club.

xii. Making submissions to judicial bodies within and outside of the Club in the principal of Fair play.

xiii. To handle legal matters relating to CLUB staff.

xiv. To give informed legal opinion and advise in all legal matters.

xv. He/she shall be the CLUB adviser on legal and membership matters.

xvi. Responsible for planning and strategizing on the mobilization and recruitment of new Club members in every district of the country and outside the country.

xvii. Any other task as shall be assigned to him by General Secretary.

**Required Skills, Competencies and Qualifications**

i. At least seven years of working experience with at least five years in the Legal field.

ii. At least a holder of a Bachelor’s degree in Law (LLB) and must be registered Advocate.

iii. Self-starter, independent, motivated and a team player with an outgoing personality.

iv. Excellent public relations and communication skills.

v. Strong interest in sports, especially football.

vi. Good language skills in both Kiswahili and English. Knowledge of other International languages will be an added advantage.

vii. Good organization and leadership skills with high integrity.

viii. A football background, i.e. a former player, referee, coach or administrator but not necessarily at international level will be an added advantage.
MODE OF APPLICATION
If you are interested and you believe that you meet the required abilities and competencies for the roles advertised above, please send your application attaching the followings to the contacts below:
• Your current CV, Birth Certificate, academic and professional credentials indicating your managerial achievements.
• Your letter of motivation, briefly explaining your interest in the position.
• A copy of your passport, OR National Identification (NIDA) OR Voters ID.
• A letter from your Ward Executive Officer (indicating your area of residence)

Please note that the deadline for receiving applications will be 15th June 2019.
Please send your application to E-mail: info@yangasc.co.tz OR to,

The General Secretary,
Young Africans Sports Club,
Twiga/Jangwani Street
P.O.Box 1502,
Dar es Salaam.

Young Africans SC is an equal opportunity employer and devoted to creating a conducive working environment for every staff.