|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Technical Development Manager | **City, Country:** | Zonal Union HQ |
| **Family Name:** |  | **First Name:** |  |
| **Division/Department:** | Zonal Union | **Start Date:** |  |
| **Superior:** | Executive Director | **End Date (If Any):** | Unlimited |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Main activities and responsibilities - Job description**  | 1 = moderate; 4 = very important | 1 | 2 | 3 | 4 |
| **M****ain activities & responsibilities**  |  |  |  |  |
| Accountable for developing, implementing, and supervising development programs. | [ ]  | [ ]  | [ ]  | [x]  |
| Build annual Technical Plan that aligns with the Zonal Union’s Strategic Plan and Values. | [ ]  | [ ]  | [ ]  | [x]  |
| Provide on-going reporting regarding technical programs, resources, and key metrics. | [ ]  | [ ]  | [ ]  | [x]  |
| Point of contact for the technical directors of other sister Footballing bodies. | [ ]  | [ ]  | [x]  | [ ]  |
| Evaluate ongoing player development needs and issues. | [ ]  | [ ]  | [ ]  | [x]  |
| Complete detailed reports on technical activities. | [ ]  | [ ]  | [ ]  | [x]  |
| Organize, develop, and deliver education sessions to MAs regarding development. | [ ]  | [ ]  | [ ]  | [x]  |
| Set long-term strategic plan. | [ ]  | [ ]  | [ ]  | [x]  |
| Support the planning process with specialized competency (statutes, finance, marketing, communication, Legal).  | [ ]  | [ ]  | [ ]  | [x]  |
| Consultation of technical stakeholders – grassroots to elite. | [ ]  | [ ]  | [ ]  | [x]  |
| Implementation and leadership of technical development plan(s). | [ ]  | [ ]  | [ ]  | [x]  |
| Encourage the expansion and promote the participation of football for all (Boys and Girls) | [ ]  | [ ]  | [ ]  | [x]  |
| Carry out any other task necessary to deliver Zonal Union’s strategic and administrative objectives. | [ ]  | [ ]  | [ ]  | [x]  |
| Protect the property and assets of the Zonal Union at all times. | [ ]  | [ ]  | [ ]  | [x]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional Profile**  | 1 = moderate; 4 = very important | 1 | 2 | 3 | 4 |
| **Education** |  |  |  |  |
| Master’s degree in Business Administration or equivalent. | [ ]  | [ ]  | [ ]  | [x]  |
| Additional Studies in Sports and/or Football (ex: FIFA Masters, etc.…). | [ ]  | [ ]  | [x]  | [ ]  |
| **Work experience** |  |  |  |  |
| At least 15 years experience in a similar field. | [ ]  | [ ]  | [ ]  | [x]  |
| At least 8 years experience as a Manager. | [ ]  | [ ]  | [ ]  | [x]  |
| **Business know-how & IT-skills** |
| Expert in football. | [ ]  | [ ]  | [ ]  | [x]  |
| Efficient use of MS-products (word, excel, ppt, visio). | [ ]  | [ ]  | [x]  | [ ]  |
| **Core competencies** |  |  |  |  |
| **Team spirit**: Cooperate well with colleagues; offer help and support to others to reach common goals; take initiative to develop team spirit; remain available and helpful even at tense and stressful times; able to develop and maintain internal network. | [ ]  | [ ]  | [ ]  | [x]  |
| **Client-orientation**: Always show respect to clients (colleagues, superiors, national associations, clubs, etc.); agree on deliveries and expectations with clients; meet the client’s expectation; get positive feedback from client; have full confidence of client; anticipate wishes. | [ ]  | [ ]  | [ ]  | [x]  |
| **Professionalism**: Reliable and committed to meeting quality standards and deadlines; respect budget; good planning and anticipation; focus on efficient implementation; follow up after completion; assume responsibility for own actions; act as an example for others. | [ ]  | [ ]  | [ ]  | [x]  |
| **Leadership** (managers only): Respected by own staff; uncontested leader of unit; set ambitious objectives and lead staff towards them; motivator; well accepted among peers and top management; adapt goals to client needs; challenges him or herself and unit; soft skills for handling difficulties. | [ ]  | [ ]  | [ ]  | [x]  |
| **Competencies & characteristics** |  |  |  |  |
| Leader and team builder. | [ ]  | [ ]  | [ ]  | [x]  |
| Strategic and conceptual thinker. | [ ]  | [ ]  | [ ]  | [x]  |
| Service minded and able to understand the needs of the business. | [ ]  | [ ]  | [ ]  | [x]  |
| Committed to quality and results. | [ ]  | [ ]  | [ ]  | [x]  |
| Good communicator and able to explain the view of the department. | [ ]  | [ ]  | [ ]  | [x]  |
| Resistance to stress. | [ ]  | [ ]  | [ ]  | [x]  |
| Good networker and social skills, allowing regular contact with Zonal Union management and staff. | [ ]  | [ ]  | [ ]  | [x]  |
| **Language skills** |  |  |  |  |
| English | [ ]  | [ ]  | [ ]  | [x]  |
| Arabic | [ ]  | [ ]  | [ ]  | [ ]  |
| French | [ ]  | [ ]  | [ ]  | [x]  |
| Others: | [ ]  | [ ]  | [ ]  | [ ]  |
| **Other requirements** |  |  |  |  |
| Background in football is an asset. | [ ]  | [ ]  | [ ]  | [x]  |