

## VACANCY ANNOUNCEMENT

The All Nepal Football Association (ANFA) is the national governing body which oversees national as well as club level competitions. ANFA is the member of FIFA and Asian Football Confederation (AFC).

To support our further growth and development strategy, we are looking candidates for the following positions.

- Finance Director: 1
- Head of Procurement: 1
- Junior Accountant: 1
- Civil Engineer: 1
- Technical Director: 1
- Head Coach: 1

### **1. Finance Director**

The Finance Director is responsible for the overall finance organization and activities of ANFA. S/He reports to the General Secretary and supports him on daily business decisions and long-term strategic goals. The Finance Director supervises all financial tasks of the organization and will maintain our financial health and will help to increase our profitability in the long run.

### Requirement and skills

- At least 3 years of experience and proven track record as Finance Director
- Degree in Chartered Accounting from a recognized institute/university
- Experience in leading and developing a team
- Profound experience in financial models and capable of preparing complex financial analysis
- In-depth understanding of cash flow management, bank reconciliation and accounting



- Hands-on experience with budgeting, data analysis and forecasting models, including risk management
- Demonstrated high level of proficiency in utilising Microsoft Office products and accounting software
- Fluent in both Nepali and English languages
- Solid analytical and decision-making skills
- Strong relationship skills, able to deal with all sorts of stakeholders to drive change throughout the organization
- To perform other duties and responsibilities as reasonably instructed by the General Secretary

## 2. Head of Procurement

The Head of Procurement will be reporting directly to the General Secretary. The Head of Procurement will operate with a high degree of independence and actively manage to support the procurement processes through the review, implementation and management of the national and international contracts for goods and services across all departments, to maximise value for money and achieve beneficial commercial outcomes by engaging suppliers and contractors that represent the best combination of price, quality and capability.

### Requirement and skills

- Bachelors Degree in economics, commerce or other relevant field from recognized institute/university
- At least three years of experience in similar role
- Contribute towards the development of procurement plans
- Support or manage procurement programs and operational activities, (e.g., issue tenders, evaluate offers and negotiate/award contracts), following standard processes to contributing to successful procurement of commodities or services



- Demonstrates working knowledge and understanding of the supplier network and business needs to effectively select vendors that meet the selection criteria.
- Collate data and contribute to preparation of accurate and timely reports of procurement activities
- Work in close collaboration with internal counterparts and external partners including suppliers and vendors
- Good knowledge of procurement related softwares and Microsoft office products
- Fluent in both English and Nepali language

### 3. Junior Accountant

The ideal candidate will be involved with preparing, developing, maintaining and reviewing of financial reports, processes and statements, bank reconciliations, and conducting cyclical audits. to improve effectiveness and efficiency. S/he will report to the General Secretary and Head of Accounting.

#### Requirement and skills

- Bachelor's degree in Accounting or related field
- Minimum two years of prior work experience with accounting, finance and administrative.
- Proficient knowledge about Nepali Company Act, Income Tax Act, VAT, and other
- Demonstrated experience using Tally, Microsoft Office, Google Drive and other accounting software.
- Ability to interpret and analyze financial statements and periodicals
- Fluent in both English and Nepali language

### 4. Civil Engineer



The ideal candidate will be comfortable creating an engineering plan for buildings based on their calculations and site constraints. The selected candidate will report directly to the General Secretary.

#### Requirement and skills

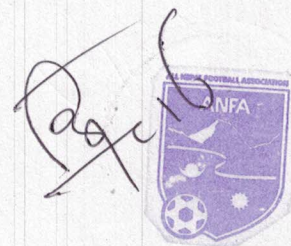
- BE (Civil) Passed from recognized University and at least 2 years of relevant experience
- At least one year of civil engineering experience related to site design, land development and land use permitting
- Strong organizational, analytical, communication skills and design skills
- Responsible for planning, scheduling to complete the project in time
- Responsible for the procurement and management of construction materials which are to be used on-site
- Check drawings to ensure all calculations are accurate
- Resolve any unexpected technical difficulties and other problems that may arise at any time on site

#### **5. Technical Director**

The Technical Director will report to the ANFA General Secretary and is accountable for the technical development of football in Nepal.

#### Requirement and skills

- At least a Pro-Football Coaching license
- Experience in conducting mid-term and final evaluations of football projects and programs, including knowledge of Results Frameworks and monitoring and evaluation quantitative skills
- Proven expertise in conducting institutional and policy assessments and reviews.
- To report regularly to the ANFA General Secretary and the Technical Committee and work in close cooperation with the head coaches of national teams



- To work with and advise the technical departments on development programmes for the national team and coaches
- Monitor and evaluate the player and coach performance of the national teams
- Prepare the future of national football and work to improve the standard of play in national competitions (senior and youth)
- Experience in youth and elite football development/management/coaching
- Experience as a football player (not necessarily at the highest national level)
- Experience of mentoring and developing other coaches
- A dynamic, confident communicator (verbal, written) with the ability to adapt style and approach as and when required
- Possess an excellent work ethic
- Promote technical analysis at various levels
- Willing to work collaboratively within a multi-disciplinary team
- Study major competitions and organize thematic seminars
- Use digital means to enhance the reach of quality teaching material across the country
- Encourage the expansion of football and promote the practice of football by as many people as possible (from grassroots to elite for men and women)
- Knowledge of Nepali football is a must
- To perform other duties and responsibilities as reasonably instructed by the General Secretary

## 6. Head coach

The successful candidate will lead the national men's football team with his management/leadership experience and a rich understanding of football. The Head Coach will report directly to the General Secretary.

### Requirement and skills



- Pro License holder with international experience as a Head Coach of National Senior Men/Women teams
- Knowledge of Nepali football is an asset
- Physically fit and in obvious good health
- Have a good contact in the professional football community
- Willing to reside in Nepal during the duration of the contract
- Have a good knowledge of computer tools
- Have a great capacity for adaptation and ability to work in a team
- Have a perfect command of English language
- Should possess good discipline and have moral value

Candidates meeting the requirements in respective positions are requested to send their CVs (not more than 3 pages) and a cover letter to [nep@the-afc.com](mailto:nep@the-afc.com) within 35 days from the publication of this vacancy notice. Please mention the position you are applying for as the subject.

All the positions will initially be for **one year** period and can be extended based on performance. Only shortlisted candidates will be informed and take part in further selection process. Candidates for Technical Director and Head Coach may have to make presentation through video calling apps in selection process.

Canvassing during selection process will result in disqualification from the selection.

