

## EDUCATION OFFICER POSITION

**Eswatini Football Association** hereby invites applications from suitably qualified candidates to express interest in the position of Education Officer (Fulltime) tenable with the association.

### **Responsibilities**

- ❖ To work in support of the Technical Director towards the optimal realization of technical administrative operations in the technical and development department;
- ❖ Development and provision of MA annual education and technical development plan;
- ❖ Designing of curricula for the various technical areas;
- ❖ Facilitation of courses, workshops, seminars, clinics and symposia of the MA;
- ❖ Conduct research and analyze education and training development trends of the MA;
- ❖ Data upkeep and records of trained personnel of the MA;
- ❖ Assist the Technical Director in the selection of participants for recommendation to partake in local and international courses, where applicable;
- ❖ Assist in the implementation of the CAF Coach Licensing System and the compliance to the Coaching Convention;
- ❖ Inspection of hotels and/or technical facilities for hosting of international courses, workshops, clinics and seminars;
- ❖ Coordination of airport reception, protocol affairs and transportation logistics at the instance of hosting of international courses, workshops and seminars;
- ❖ Generation and provision of regular reports, as required and recommendations for future education projections and development; and
- ❖ Provide general support and assistance to the Technical Director on any other technical administration and related deliverables.

### **Qualifications and Skills**

- An undergraduate qualification in sports management/physical education;
- An undergraduate qualification in the field of teaching and curriculum design and development;
- Working experience in finance and accounting related fields;
- Knowledge of contemporary teaching methodology, IT teaching equipment and software;
- Proficiency in Microsoft Word, Excel, PowerPoint and other database software;
- Strong analytical and problem-solving skills;
- Ability to perform duties with limited supervision;
- Deadline oriented with attention to detail;
- Hands-on proactive approach;
- High degree of interpersonal skills and ethical codes of behaviour, good personality traits, including high levels of emotional intelligence;
- Hard worker and good professionalism

### **Applications and closing date**

All Applications must be addressed to the Chief Executive Officer, Eswatini Football Association; P. O. Box 641, Mbabane; with a detailed CV and copies of Diplomas/Certificates submitted to the Chief Executive Officer, at the EFA Offices at Sigwaca House in Mbabane or by email to: [info@nfas.org.sz](mailto:info@nfas.org.sz) not later than the 31<sup>st</sup> July 2023. Faxed applications not accepted. Only shortlisted candidates to be contacted.