

## Job Description

### Job Title

International Relations Manager

### Reports To

General Secretary

### Job Overview

The Head of International Relations is responsible for developing and maintaining international relations and connections with all football organisations. The Head of International Relations serves as the main point of contact for all football related organisations and relevant Governmental bodies. The Head of International Relations is primarily involved in and responsible for all non-department specific correspondences and the implementation of all development programmes and projects, in close collaboration with the General Secretary.

### Responsibilities and Duties

- Manage and maintain collaboration & network building by developing relationships, connections, building partnerships with international bodies to further enhance the Regional Association's standing
- Manage FIFA and AFC Programs in the Regional Association in coordination with the AFC
- Be responsible for overseeing the development and execution of all international & NGOs projects deliverables, lead project planning, budgeting, action plans and monitoring processes
- Develop, implement and maintain an effective programme communication and reporting structure according to the requirements of the key stakeholders
- Develop and implement internal protocol guidelines and procedures
- Assist the General Secretary in the organisation of congresses and international meetings including logistics, protocol, etc.
- Coordination and organization of all logistic arrangements for international guests (travel, visa, accommodation, etc.)
- Develop cooperation with Member Associations, Governmental and International Bodies

- Prepare and oversee all international and Governmental correspondence in collaboration with the management
- Coordinate with all departments with regards to international affairs
- Coordinates and liaises with the Executive Committee and other relevant committees of the Regional Association as guided by the General Secretary/CEO
- Prepare and write International Relations department strategic plan (minimum 4 years)
- Support the Regional Association management with the preparation and writing of the Regional Association's strategic plan
- Assign yearly KPIs to the direct reporting staff in the International Relations Department (if applicable)
- Work on the International Relations Policy of a Regional Association
- Maintain Regional Association's MOUs
- Prepare and present updates to respective committee (if applicable)
- Any other responsibilities and/or duties assigned by the General Secretary

### Deliverables

- Meet yearly targets set by the Regional Association's management for the International Relations Department

### Job Requirements

- Strong Project Management skills
- Outstanding communications and relationship building skills
- Good organisational skills
- Ability to be objective and exercise good judgement
- Good interpersonal skills & self-motivated
- Proven ability to positively work with culturally diverse teams and partners
- Excellent networking skills and ability to quickly establish trust and good working relationships with many football stakeholders, internally and externally
- Hold the nationality of one of the Regional Association's members
- Good understanding of the region

- Proficient in using MS Office applications (Word, PowerPoint, Excel)

### Experience

- At least 5 years' experience in a similar role
- Experience within football/sports industry is an added advantage

### Education

- Bachelor's degree in business administration, international affairs or relevant field

### Languages

- English Fluency
- At least one regional local language