



Vacancy Alert: General Secretary

The Zimbabwe Football Association (ZIFA) is inviting applications from suitably qualified, experienced, and visionary individuals for the position of **General Secretary**.

The **General Secretary** is the Chief Executive Officer (CEO) of the Association and is responsible for the overall administration, strategic leadership, operational management, governance, and commercial growth of football in Zimbabwe. Reporting to the ZIFA President, the successful candidate will drive the implementation of ZIFA's strategic objectives while ensuring absolute compliance with FIFA, CAF, COSAFA, and national regulatory frameworks.

Key Responsibilities of the Job (refer to article 45 of the ZIFA Statutes)

- Implementing decisions passed by the Congress and Executive Committee in compliance with the President's directives;
- Attending the Congress and meetings of the Executive Committee, the Standing Committee and adhoc committees;
- Organising the Congress and meetings of the Executive Committee and other bodies;
- Compiling the minutes for the meetings of the Congress, Executive Committee, Standing and adhoc committees;
- Managing and keeping the accounts;
- Correspondence;
- The relations with the members, committees, FIFA, CAF and COSAFA, under the direction of the President;
- Organising the General Secretariat;
- The appointment and dismissal of staff working in the General Secretariat, in line with the relevant provisions within the Internal Organisation Regulations;
- Providing the Electoral Committees with logistic and operative support for the elections.

Key Performance Areas (KPA's)

The incumbent's performance shall be rigorously assessed against clear key performance areas (KPA's), including:

- Strategic leadership & policy execution.
- Financial sustainability, revenue growth, and strict expense management.
- Commercial sponsorship and corporate partnership development.
- National team performance and structural football development metrics.
- Measurable growth in grassroots participation and local football structures.
- Governance, compliance, and risk-mitigated operational efficiency.
- Brand reputation recovery and corporate stakeholder confidence.
- Secretariat performance, leadership and successful delivery of set strategic objectives.

Minimum Qualifications Required:

- A University Degree in Sports Management, Business Administration, Commerce, Law, or a related field.
- A Master's Degree in Sports Management, Business Administration (MBA), or related field is an added advantage.
- A Diploma in Sports Administration will be a distinct added advantage.

Experience Required:

- A minimum of 10 years' experience in sports administration or business leadership, with at least 5 years spent at a Senior Decision-Making level or a comparable executive environment.
- Demonstrated experience in strategic planning, institutional governance, stakeholder management, and complex organizational transformation.
- Proven experience in financial oversight, budgetary controls, and commercial property or portfolio development.
- A strong, documented understanding of football governance structures and international football administration frameworks.

Core Competencies & Attributes

- Visionary and transformational leadership capabilities.
- Strong commercial, financial, and risk-management acumen.
- Excellent communication, high-level negotiation, and international diplomacy skills.
- High levels of personal integrity, professionalism, and institutional accountability.
- Strategic thinking, rapid decision-making capacity, and a clear understanding of the consequence of error.
- Ability to lead cultural shift, organizational change, and a performance-driven work environment.
- Resilience and the capacity to operate effectively under intense, high-pressure situations.

Terms of Appointment

- The position offers a highly competitive executive remuneration package commensurate with qualifications and experience.
- The successful candidate will be required to enter into a strict, performance-based two-year contract with the Association.

How to Apply

- Interested candidates should submit an application letter, a detailed Curriculum Vitae (CV), certified copies of academic and professional qualifications, and at least three traceable professional references.
- Applications must be clearly marked "**Vacancy – General Secretary**" in the subject line and submitted to:

Email: hr@zifa.co.zw and copy (cc) recruitment@samaracc.co.zw. Closing Date for Applications: **10th June 2026**.

Only shortlisted candidates will be contacted.