



Vacancy Alert: Competitions Officer

The Zimbabwe Football Association (ZIFA) is inviting applications from suitably qualified, experienced, and dynamic individuals for the position of Competitions Officer.

KEY RESPONSIBILITIES:

- Assisting in the implementation of competitions programmes in line with FIFA/CAF/COSAFA requirements.
- Supporting the coordination of match operations, including logistics, volunteers, venues, and match-day requirements.
- Preparing and maintaining competitions documentation, fixture schedules, and reports in liaison with relevant departments.
- Assisting with compliance processes, safeguarding requirements, and incident reporting.
- Providing operational support for venue setup, safety arrangements, and emergency response procedures.
- Liaising with internal departments and external partners to ensure smooth delivery of competitions.
- Monitoring programme activities under FIFA/CAF initiatives and preparing routine updates.
- Contributing to continuous improvement through research and adoption of best practices.

QUALIFICATIONS:

- At least 2–3 years' experience in a sporting organisation, with exposure to competitions or event management.
- Strong organisational and coordination skills.
- Ability to communicate effectively and work under pressure while maintaining confidentiality and professionalism.

MINIMUM REQUIREMENTS:

- Degree/Diploma in Sports Management / a relevant field.

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 – Competitions Officer**” in the subject line and submitted to:
Email: hr@zifa.co.zw and copy (cc) recruitment@samaracc.co.zw
- Remuneration is negotiable and commensurate with experience. Closing Date for Applications:
Sunday 2 August 2026.
- **Only shortlisted candidates will be contacted.**