

ASSOCIATION RAYON SPORTS

Email:rayonsportsfc@gmail.com

Twitter:@officialrayon_sports

KG 676, St.45

Kimihurura,Gasabo

POSITION: SECRETARY GENERAL OF ASSOCIATION RAYON SPORTS

Association Rayon Sports seeks to recruit a suitably qualified person to the role of Secretary General. The successful candidate will be a strategic leader with football knowledge, strong commercial/ financial intelligence and a proven record of success in senior management roles. The candidate will have an autonomous management style with strong interpersonal skills to work with staff, Board, Fan Clubs. The Candidate will possess excellent communication skills and have extensive experience developing and managing corporate relationships. Whilst experience in sport of football would be desirable.

1. TECHNICAL COMPETENCIES DESCRIPTION

INSTITUTION	Association Rayon Sports
Department/Division/Directorate/Service	Office Of the Secretary General
Job Title	Secretary General (SG)
Supervised by	Board of Association Rayon Sports
Reporting to (Title):	Chairman of Association Rayon Sports
Open for	Rwandan National Only
Key Responsibilities (Job Description):	
Functions	Tasks
1. Guide, supervise, monitor, evaluate and coordinate staff and activities of Rayon Sports Association in the application of the relevant articles of Association and any other policies.	<ul style="list-style-type: none">- Provide managerial support and advice to staff of Association Rayon Sports,- Ensure the management of the personnel of Association Rayon Sports,- Monitoring day to day activities of Rayon Sports- Monitor day to day performance of staff of Association Rayon Sports,
2. Recruit and manage administrative and support staff.	<ul style="list-style-type: none">- Prepare requirement plan and respective ToR and submit them to Board for approval;- Conduct recruitment of new staff;- Manage and administrate the staff of Association Rayon Sports;- recruit part-time security and ticket sales staff for home games hosted by Rayon Sports;

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3. Procurement	<ul style="list-style-type: none"> - Prepare annual procurement plan of the following year; - Implement the procurement plan Vs. the budget; - Report the execution of procurement plan to Board;
4. Handle strategic and operational duties	<ul style="list-style-type: none"> - Implement strategic plan; - Develop and execute appropriate supporting business plan and reporting methodology; - Develop and implement marketing and business plans to maintain and increase revenues from existing operations and to develop new business opportunities; - Prepare Annual Budget of Association Rayon Sports and managing its resources; - Issuance of work to the administrative departments; - Promote accountability and transparency in the management and delivery of Association Rayon Sports services and adherence to best financial regulations and practices; - Provide daily direction and leadership to the staff of Association Rayon Sports; - Promote safe custody of all properties, documents and records of Rayon Sports Association .
5. Supervise and guide the implementation of all lawful Board, plans and strategies, programs and laws.	<ul style="list-style-type: none"> - Inform in writing, the Board the performance of activities of Association Rayon Sports; - Represent Association Rayon Sports in different Activities and meetings, - Refine documents to be examined by the Board ; - Prepare and transmit to the Board the draft of the Action plan Vs. Budget of the following year and Action plan plus the Budget report of the previous year; - Prepare and transmit to the board the performance report of staff of previous year; - Report to Board and act as Secretary and Member of Board; - Prepare Board meetings, agendas, and materials.

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6. Look after all non-playing activities,	<ul style="list-style-type: none">- Oversee operational and commercial aspects;- Drive commercial outcomes to maximize the financial performance of the club, take care of Tickets matters, Sponsorship & Hospitality, Merchandise, Broadcast, Fans, Safety, Training Ground and Match venue;- Oversee the financial management of the organization;- Maintain awareness of the business, economic and political environment as it affects the organization.-
7. Oversee the operation, Administration and Management of Football Club and Association	<ul style="list-style-type: none">- Supervise the work of football staff;- Oversee the effective operation, administration and development of the club;- Ensure appropriate controls, policies, reporting and monitoring mechanisms are in place;- Build a positive culture across the Club;- Protect and enhance the image and reputation of the club;- Put in place all the necessary procedures required to ensure a smooth working environment.

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2. JOB SPECIFICATION

Job Specifications (indicate whether knowledge/skill (qualification), experience is Compulsory (C), Desirable (D), or Added Advantage (A) in work performance and results)			
Relevant Qualifications	C	D	A
Master's Degree	C		
Bachelor Degree		D	
Relevant football and sport qualifications (e.g. Sport Management university degree in relevant field)		D	
Executive Education in Project Management; Finance Management, Human Resource.			A
Experience	C	D	A
1. Seven (7) years of working experience in senior position in Rwanda or outside	C		
2. Experience in sport related assignment either at local , Regional , Continental or Global level		D	
3. Experience as a football player (not necessarily at the highest national level)			A
4. Comprehensive knowledge of African Football			A
5. Reliability, competence and hard work as the key for more responsibility and independence			A
6. Coordination and open communication lines as a means to explain the needs of the Association and Football Club,			A
7. Liaise with the Board to prepare and participate Board meetings			A
8. Commitment and determination to carry out the development of the association and face all obstacles during the implementation phase,			A
9. Multi-disciplinary attitude,			A
10. Explain the complexity of football business to people who do not have a technical background			A
11. Organizational capacities that enable him to implement a complex set of programmes	C		A
12. Reports on activities and financial accountability	C		
13. Managerial skills and experience enabling his/her to coordinate,	C		
14. motivate and supervise the technical staff, including those who work in the regional branches	C		
Language	C	D	A
1. Proficiency in English (Write and speak fluently)		D	
2. Proficiency in French (Write and speak fluently)		D	
3. Knowledge of Rwanda local language (Kinyarwanda)	A		

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Computer Literacy	C	D	A
1. Proficiency in Information Technology Tools Microsoft offices (World, Excel , Power Point)	C		
2. Proficiency in virtual meetings tools (Google meet, WebEx, Zoom etc...)		D	

3. JOB LOCATION

The job will be based in Kigali-Rwanda.

4. LENGTH OF CONTRACT

The length and remuneration of contract will be negotiable after passing the test

5. HOW TO APPLY AND DEADLINE:

- Interested candidate, apply by sending a motivation letter and CV to rayonsportsfc@gmail.com and visit our organization's website for additional information : www.rayonsports.rw
- Application deadline: Monday, 4th October 2021 at 17h00 Kigali time, late submission will not be accepted.

6. NOTES:

- Don't accept application which didn't come through e-mail,
- Only shortlisted candidates will be contacted,
- Disclaimer: Association Rayon Sports does not charge any kind of fee at whichever stage of the recruitment process.

Thank you,

EXECUTIVE BOARD COMMITTEE

ASSOCIATION RAYON SPORTS

Kigali, 27th September 2021.