



SERVICES, RESEARCH, PLANNING & PROJECTS DIVISION

Job Title: HUMAN RESOURCE MANAGER

Reports to: Director Services

Division: Services, Research, Planning and Projects Division

Summary:

The **Human Resource Manager** will act as the strategic liaison between management and staff, optimizing workforce productivity and regulatory compliance while ensuring all human capital initiatives align with FUFA's institutional objectives

1. Key Roles and Responsibilities

- Developing and managing appraisal systems, overseeing recruitment, onboarding, training, and performance evaluation processes.
- Managing Employee Relations and fostering a positive work culture.
- Aligning HR initiatives with overall business strategies to drive organizational success.
- Implementing staff development plans.
- Ensuring the organization adhere to local, state, and federal labour laws and employment standards to mitigate legal risks.
- Administering payroll, compensation structures, and employee benefits programs.
- Identifying skill gaps and organizing workshops or leadership programs to support employee growth.

2. Key Skills

- Excellent Communication
- Ability to Negotiation and Resolve Conflicts
- Emotional Intelligence and Empathy
- Data Literacy and ability for Analytical Thinking using HR metrics and "people analytics" evidence-based decisions about retention and performance.
- Proficiency in Human Resource Information Systems
- Good Organizational Skills

3. Qualifications

- Education: A Bachelor's degree in Human Resources or Business Administration
 - Experience: Minimum 2 years of related experience.
 - Certifications:
 - SHRM-CP/SCP (Society for Human Resource Management).
 - PHR/SPHR (Professional in Human Resources).
 - CIPD (Chartered Institute of Personnel and Development).
 - Knowledge: Strong understanding of labour laws, HR best practices, and organizational behaviour.
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COMMERCIAL DIVISION

Job title: BUSINESS DEVELOPMENT MANAGER

Reports to: Commercial Director

Department: Commercial Division

Summary

The **Business Development Manager** will be responsible for converting FUFA's assets into structured, scalable, and market-ready commercial products, ensuring that all offerings are clearly defined, priced, and aligned to partner value and market demand.

The role drives revenue growth by identifying new opportunities and building commercial propositions that Sales can confidently take to market.

Key responsibilities

Product development & packaging

- Convert FUFA assets (teams, competitions, media, facilities) into commercial products
- Develop structured offerings with clear rights, inventory, and value propositions
- Design bundled propositions across multiple FUFA properties

Pricing & commercial frameworks

- Develop rate cards, pricing models, and packaging guardrails
- Ensure consistency in how FUFA commercial offerings are structured and sold
- Align pricing with market demand, partner value, and category considerations

Opportunity identification

- Identify new revenue opportunities across corporate, public sector, and digital spaces
- Explore new commercial categories, partnerships, and product innovations
- Continuously assess market trends and partner needs

Market readiness & alignment

- Work closely with Sales to ensure all products are clear, sellable, and relevant
- Support development of sales materials, proposals, and commercial narratives
- Ensure alignment between product design and execution capability

Performance tracking & optimisation

- Track performance of commercial products and offerings
- Analyse uptake, revenue contribution, and partner feedback
- Refine and optimise offerings based on performance insights

Qualifications & experience

- Bachelor's degree in Business Administration, Marketing, Economics, or related field
- CIM qualification (Diploma or above) is a strong advantage
- 5–8 years' experience in business development, product development, or commercial strategy
- Experience in sports, media, or entertainment is an added advantage
- Strong understanding of pricing, packaging, and revenue models

Personal attributes

- Strong commercial and analytical mindset
- Structured thinker with attention to detail
- Creative in identifying and shaping opportunities
- Market-aware and partner-focused
- Collaborative and able to work across functions
- Disciplined and governance-oriented
- Curious and adaptable

Job Title: SALES MANAGER

Reports to: Commercial Director

Department: Commercial Division

Summary

The **Sales Manager** will be responsible for driving commercial revenue across all FUFA properties by converting structured commercial offerings into signed partnerships and income.

The role leads the sales function, manages pipeline performance, and ensures consistent conversion of opportunities into revenue, in line with FUFA's commercial strategy and pricing frameworks.

Key responsibilities

Revenue delivery

- Own and deliver sales targets across all commercial categories
- Drive revenue generation from teams, competitions, media, merchandise, and hospitality
- Ensure consistent conversion of pipeline into closed deals

Pipeline management

- Build and maintain a structured and active sales pipeline
- Track opportunities from lead to closure with clear visibility
- Maintain discipline in forecasting, reporting, and deal tracking

Sales strategy & execution

- Develop sales approaches aligned to available products and inventory
- Translate commercial offerings into compelling proposals
- Identify and prioritise high-value opportunities and sectors

Negotiation & deal closure

- Lead negotiations and close partnerships within defined pricing guardrails
- Ensure all deals are commercially sound and aligned to FUFA frameworks
- Escalate exceptions or deviations for approval

Team leadership

- Manage and guide Sales Officers across categories
- Set targets, monitor performance, and ensure accountability
- Build a results-driven and disciplined sales culture

Cross-functional alignment

- Work with Business Development to ensure products are market-ready
- Align with Brand and Activations teams to ensure delivery capability
- Ensure smooth transition from sale to execution and fulfilment

Qualifications & experience

- Bachelor's degree in Marketing, Business Administration, Commerce, or related field
- CIM qualification (Diploma or above) is a strong advantage
- 7–10 years' experience in sales, partnerships, or commercial roles
- Proven track record of delivering revenue targets and closing deals
- Experience managing pipelines, key accounts, and sales teams
- Experience in sports, media, or advertising is an added advantage

Personal attributes

- Strong commercial drive and results orientation
- Confident and persuasive negotiator
- Disciplined in pipeline management and reporting
- Resilient and persistent in closing opportunities
- Strong leadership and team management capability
- Market-aware and opportunity-focused
- Accountable for revenue outcomes

Job Title: SALES OFFICER

Reports to: Sales Manager

Department: Commercial Division

Summary

The **Sales Officer** is tasked with driving advertising and media revenue across FUFA's broadcast and digital platforms by converting available media inventory into structured, sellable opportunities.

This role is pivotal in ensuring FUFA Media Services—spanning TV, Radio, and Digital—delivers consistent commercial growth through strategic advertising, branded content, and integrated media partnerships.

Key responsibilities

Media revenue generation

- Sell advertising inventory across FUFA TV, FUFA Radio, and digital platforms
- Drive revenue from spot sales, sponsorships, and media integrations
- Deliver assigned media sales targets

Inventory packaging & monetisation

- Package media inventory into clear, sellable offerings (pre-match, halftime, post-match, features, etc.)
- Develop rate cards and media sales packages aligned to programming
- Identify opportunities for branded content and sponsorship integration

Agency & client relationships

- Build and maintain relationships with media agencies, advertisers, and direct clients
- Position FUFA media platforms as credible and valuable advertising channels
- Engage regularly with buyers to drive consistent demand

Content & programming alignment

- Work closely with FMS (TV, Radio, Digital) teams to align sales opportunities with programming schedules
- Ensure commercial integration fits naturally within content
- Stay informed on upcoming fixtures, shows, and content plans

Pipeline & performance tracking

- Maintain a structured media sales pipeline
- Track bookings, revenue performance, and advertiser activity
- Provide regular updates on sales performance and market feedback

Qualifications & experience

- Bachelor's degree in Marketing, Media, Business Administration, or related field
- CIM qualification (Certificate or Diploma) is an added advantage
- 3–5 years' experience in media sales, advertising, or broadcast sales
- Experience working with media agencies and advertisers is highly desirable
- Understanding of media planning, buying, and audience dynamics

Personal attributes

- Strong commercial drive and sales discipline
- Good understanding of media and audience behaviour
- Relationship-oriented with strong networking ability
- Confident communicator and presenter
- Structured and organised in managing pipeline and bookings
- Adaptable and responsive to fast-changing media environments
- Results-focused and accountable

Job Title: BRANDS & PARTNERSHIPS RELATIONS OFFICER

Reports to: Brands Manager

Department: Commercial Division

Summary

The **Brands & Partnerships Relations Officer** will be responsible for ensuring that all partner commitments are tracked, delivered, and reported with discipline and accuracy.

The role safeguards partner confidence by maintaining clear visibility on deliverables, coordinating internal execution, and ensuring that FUFA consistently meets its commercial obligations.

Key responsibilities

Partner servicing & communication

- Serve as the primary day-to-day contact for assigned partners
- Manage partner communication, updates, and coordination
- Ensure clarity on deliverables, timelines, and expectations

Deliverables tracking & control

- Maintain a structured partnership tracker (deliverables, owners, timelines, status)
- Monitor execution across teams and ensure all obligations are fulfilled
- Track contractual rights across teams, competitions, media, and events

Internal coordination

- Work with Brand, Sales, Media, Competitions, and Events teams to ensure delivery
- Follow up on execution timelines and resolve bottlenecks
- Ensure smooth flow from deal closure to delivery

Reporting & documentation

- Prepare partner reports with clear proof of execution (photos, videos, logs)
- Maintain accurate records of delivery and performance
- Support reporting for renewals and performance reviews

Risk management & escalation

- Identify risks, delays, or gaps in delivery early
- Escalate issues to the Brand Manager with clear recommendations
- Support corrective action to protect partner relationships

Qualifications & experience

- Bachelor's degree in Marketing, Business Administration, Communications, or related field
- CIM qualification (Certificate or Diploma) is an added advantage
- 2–4 years' experience in account management, client service, or project coordination
- Experience in sports, events, media, or agency environments is desirable
- Strong understanding of partnership or sponsorship delivery is an advantage

Personal attributes

- Highly organised and detail-oriented
 - Strong sense of accountability and follow-through
 - Clear and professional communicator
 - Proactive and responsive under pressure
 - Structured thinker with strong coordination ability
 - Problem-solver with a calm, solutions-first mindset
 - Strong sense of ownership over partner outcomes
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CORPORATE AFFAIRS DIVISION

Job Title: DIGITAL PLATFORMS MANAGER

Reports to: Corporate Affairs Director

Department: Corporate Affairs Division

Summary

Manages digital platforms and oversees FUFA's online presence, managing social media, website content, fan engagement online and digital marketing strategies.

Key Skills:

- Social media management and digital marketing
- Multimedia content production (video, photography, graphics)
- Data-driven fan engagement and analytics
- Storytelling and platform management
- Ability to adapt to new trends and technologies

Required Qualifications:

- Bachelor's degree in Digital Media, Communication, Journalism, Marketing, or related field
- 3–5 years of experience in social media management, content creation, or digital marketing
- Proficiency in content creation software (Adobe Suite, Canva, video editing tools)

Job Title: MEDIA RELATIONS OFFICER

Reports to: Corporate Affairs Director

Department: Corporate Affairs Division

Summary

To manage FUFA's relationship with the media, handling press inquiries, crafting press releases and securing media coverage.

Key Skills:

- Excellent communication and writing skills
- Strong interpersonal skills
- Ability to work under pressure and meet deadlines
- Knowledge of media operations and trends
- Crisis management skills
- Social media management skills

Qualifications:

- Bachelor's degree in Journalism, Communications, Public Relations, or a related field
- Experience in media relations or journalism
- Strong portfolio of media work or press coverage

Job Title: PUBLIC RELATIONS OFFICER

Reports to: Corporate Affairs Director

Department: Corporate Affairs Division

Summary

To manage FUFA's image and reputation, handling media relations, crisis communications and stakeholder engagement.

Key Skills:

- Excellent communication and writing skills
- Strong interpersonal and networking skills
- Crisis management and problem-solving skills
- Ability to work under pressure and meet deadlines
- Social media management skills
- Strategic thinking and planning

Qualifications:

- Bachelor's degree in Public Relations, Communications, Journalism, or a related field 2-3 years of experience in PR or a related field
 - Professional certification in PR or nay other related qualifications in the PR field.
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FOOTBALL DIVISION

Job Title: ELITE FOOTBALL DEVELOPMENT OFFICER

Reports to: Development Director

Department: Football Division

Summary:

The **Elite Football Development Officer** will identify, develop, and manage elite football talent while fostering the growth/expansion of structured football programs.

Key Responsibilities:

- Plan and implement elite player development programs.
- Support coaching structures and pathways for talent progression.
- Maintain strong relationships with clubs, academies, coaches, and stakeholders.
- Assist in organizing training camps, trials, and youth competitions.
- Contribute to positive communication and representation of FUFA
- Monitor player performance and provide development feedback

Key Skills & Competencies:

- Excellent communication and report writing skills.
- Strong interpersonal and networking abilities.
- Player development, talent identification and scouting expertise.
- Good organizational and planning skills.
- Ability to work under pressure and meet deadlines.
- Strategic thinking and problem-solving ability.
- Knowledge of safeguarding principles in sports.

Qualifications & Experience:

- Bachelor's degree in Sports Science or a related field.
- Experience in Player development, football coaching, talent identification, or scouting.

- Minimum **CAF C Coaching License**
- Safeguarding certification.
- Former football player (preferred).

Job Title: HEAD OF SCIENCE AND TECHNOLOGY

Reports to: Development Director

Department: Football Division

Summary

The **Head of Science and Technology** will lead the integration of sports science, performance analysis, and modern technology into football development and high-performance programs. Enhance player performance, injury prevention, data-driven decision-making, and innovation across all FUFA teams and structures.

Key Responsibilities:

- Develop and implement a national sports science and technology strategy.
- Oversee performance analysis, GPS tracking, and data management systems.
- Lead injury prevention, rehabilitation, and player wellness programs.
- Collaborate with coaches to optimize player performance and workload management.
- Introduce and manage modern technologies in training and match analysis.
- Supervise sports scientists, analysts, and medical staff.
- Establish performance benchmarks and monitoring systems for players.
- Ensure research, innovation, and continuous improvement in football science.
- Work closely with national teams and elite development programs.

Key Skills & Competencies:

- Strong knowledge of sports science, biomechanics, and performance analysis.
- Proficiency in data analytics and sports technology tools (e.g., GPS, video analysis software).

- Leadership and team management skills.
- Strategic thinking and innovation mindset.
- Excellent communication and collaboration skills.
- Problem-solving and decision-making ability.
- Ability to work in high-performance and high-pressure environments.

Qualifications & Experience:

- Bachelor's degree in Sports Science, Exercise Science, Sports Technology, or related field.
- 5+ years of experience in sports science or performance analysis (preferably in football).
- Experience working with elite athletes or national teams.
- Certification in performance analysis or sports technology tools (preferred)
- Strong understanding of injury prevention and rehabilitation processes

Job Title: DEVELOPMENT COMPLIANCE OFFICER

Reports to: TMP Manager

Department: Football Division

Summary:

The **Development Compliance Officer** will be responsible for ensuring that football academies and development programs operate in line with FUFA regulations, CAF standards, and international best practices. The role focuses on academy licensing, regulatory compliance, safeguarding, and continuous improvement of youth development structures.

Key Responsibilities:

- Oversee the academy licensing system and ensure compliance with FUFA, CAF and FIFA regulations.
- Conduct inspections, audits, and assessments of football academies and Youth Competitions.
- Monitor adherence to technical, administrative, and safeguarding standards.
- Support academies in meeting licensing requirements and improving structures.
- Maintain accurate records and documentation for all licensed academies.
- Develop and update compliance frameworks, policies, and guidelines.
- Investigate and report cases of non-compliance or misconduct.
- Collaborate with football development, legal, and safeguarding departments.
- Deliver workshops and training on compliance and academy standards.
- Ensure alignment with youth development strategies and policies.

Key Skills & Competencies:

- Strong understanding of football development structures and academy systems.
- Knowledge of regulatory frameworks and compliance management.
- Excellent organizational and reporting skills.
- High attention to detail and integrity.
- Strong communication and stakeholder engagement skills.
- Problem-solving and decision-making ability.
- Ability to conduct audits and evaluations effectively.

Qualifications & Experience:

- Bachelor's degree in Sports Management, Business Administration, or a related field.
- Experience in football compliance or academy licensing.
- Knowledge of FUFA rules and regulations.
- Safeguarding certification.
- Experience in auditing, inspection, or regulatory roles is an added advantage.

JOB Title: COMPETITIONS DATA OFFICER

Reports to: Development Director

Department: Football Division

Summary

To manage, validate, and analyze all competition-related data across FUFA competitions, ensuring accuracy, integrity, and timely availability of information for operational, regulatory, and strategic decision-making.

To serve as the central authority for competition data governance within FUFA, strengthening transparency, integrity, digital transformation, and data-driven decision-making across Ugandan football.

Key Duties and Responsibilities

- **Match Reporting and Digital Data Collection:** Overseeing the systematic gathering and validation of real-time match data to ensure accuracy and high-quality digital output.
- **Match Reporting & Strategic Data Collection:** Overseeing the systematic gathering and validation of real-time match data to ensure accuracy and high-quality digital output.
- **Regulatory Compliance & Player Eligibility:** Managing rigorous verification processes to ensure all participants and competitions adhere to established legal and governing body regulations.
- **Data Governance & Quality Assurance:** Implementing robust frameworks to maintain data integrity, security, and standardization across all organizational platforms.
- **Stakeholder Support & Capacity Building:** Leading training initiatives and providing technical guidance to empower internal teams and external partners.
- **Process Innovation & Digital Transformation:** Identifying and integrating emerging technologies to streamline workflows and modernize administrative operations.
- **Stakeholder Engagement and Coordination:** Cultivating and maintaining collaborative relationships with key partners to ensure organizational alignment and project success.

Key skills

- Strong attention to detail and analytical thinking
- Proficiency in data management systems and tools
- Strong ICT and data visualization skills
- Ability to work under pressure and meet deadlines
- Good communication and interpersonal skills
- High level of integrity, professionalism, and confidentiality

Qualifications and Experience

- Bachelor's degree in IT, Data Science, Statistics, or related field
- At least 3 years' experience in a data-related role
- Proficiency in SQL and database systems
- Strong data validation and reporting skills.

Job Title: DEVELOPMENT COMPETITIONS OFFICER

Reports to: Competitions Director

Department: Football Division

Job Purpose

To plan, coordinate, and grow FUFA development competitions, including youth, grassroots, women, and regional football structures, ensuring structured pathways for talent identification, participation, and progression within Ugandan football.

To strengthen the foundation of football through well-organized, inclusive, and sustainable development competitions aligned with FUFA, CAF, and FIFA frameworks.

Key Duties and Responsibilities

- Development Competitions Planning and Coordination
- Youth and Grassroots Football Development
- Women's Football Development

- Regional and District Competitions Support
- Competition Standards and Quality Assurance
- Stakeholder Engagement and Capacity Building
- Monitoring, Evaluation and Reporting
- Policy and Strategic Support

Key skills

- Strong understanding of youth and grassroots football development
- Knowledge of competition organization and structures
- Good planning and coordination skills
- Strong stakeholder engagement and communication skills
- Passion for football development and talent growth
- Ability to work in diverse and regional environments
- High level of integrity and professionalism

Qualifications and Experience

- Bachelor's degree in Sports Management, Education, Development Studies, or related field
- Experience in football development, youth programs, or competition management
- Good understanding of grassroots and youth football structures

Job Title: REFEREES OFFICER

Reports to: Competitions Director

Department: Football Division

Job Purpose

To coordinate, manage, and oversee all refereeing aspects of FUFA competitions, ensuring proper appointment, performance monitoring, and compliance with refereeing standards in line with FUFA, CAF, and FIFA regulations.

To support the integrity, fairness, and professionalism of competitions through effective referee management and collaboration with the FUFA Referees Department.

Key Duties and Responsibilities

- Referee Appointments and Coordination
- Match-Day Refereeing Operation
- Performance Monitoring and Reporting

- Compliance and Regulatory Enforcement
- Capacity Building and Development
- Data Management and Records
- Stakeholder Engagement

Key Skills

- Strong knowledge of football laws and refereeing standards
- Good organizational and coordination skills
- Strong communication and interpersonal skills
- Ability to make objective decisions under pressure
- High level of integrity and professionalism
- Attention to detail and reporting skills

Qualifications and Experience

- Bachelor's degree in Sports Management, Administration, or related field
 - Experience in football administration or refereeing environment
 - Good understanding of the Laws of the Game Knowledge in refereeing or a former Referee.
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CEO OFFICE DIVISION

Job Title: REGIONAL GENERAL SECRETARY (RGS) – 8 Positions

Regions: - Western, Kitara, West Nile, Northern, North East, Eastern, Buganda, Kampala.

Reports to: Members Relationship Director

Department: CEO Office

Summary

To provide strategic, administrative, and operational leadership for FUFA activities within its regions, ensuring effective implementation of policies, competitions, and development programs in alignment with FUFA statutes and national football objectives. The role serves as the primary link between FUFA headquarters and regional stakeholders, promoting good governance, compliance, growth and expansion of football at all levels.

Key Responsibilities

1. Administration & Governance

- Oversee the day-to-day administration of the regional office in line with FUFA policies and statutes.
- Ensure compliance with FUFA regulations, national laws, and governance standards.
- Coordinate regional meetings, including Executive Committee and stakeholders' engagements.
- Maintain accurate records, reports, and documentation of regional activities.

2. Competitions Management

- Supervise the organization and management of all regional competitions and leagues.
- Ensure adherence to competition rules, fixtures, and disciplinary processes.
- Liaise with FUFA Competitions Department on calendars, licensing, and club compliance.

3. Stakeholder Engagement

- Act as the primary liaison between FUFA and regional stakeholders (clubs, district associations, referees, coaches, and partners).
- Strengthen relationships with local authorities, sponsors, and football development partners.
- Promote FUFA programs and initiatives across the region.

4. Football Development

- Support implementation of grassroots, youth, women, and elite football development programs.
- Coordinate training, capacity-building, and education programs for coaches, referees, and administrators.
- Monitor and report on football development progress within the region.

5. Financial & Resource Management

- Support budgeting and financial planning for regional activities.
- Ensure proper accountability and utilization of funds in accordance with FUFA financial guidelines.
- Facilitate resource mobilization and partnerships at regional level.

6. Reporting & Communication

- Prepare and submit periodic reports to FUFA headquarters on regional activities.
- Ensure effective internal and external communication of FUFA policies and updates.
- Manage regional data and contribute to FUFA's central information systems.

Key Skills & Competencies

- Proven ability to guide diverse teams, foster a high-performance culture, and implement initiatives that align with FUFA's strategic goals.
- Deep understanding of sports governance, regulatory frameworks, and the operations unique to the football industry.
- Excellent communication through oral, written, and digital channels to maintain strong relationships with internal and external partners
- Skilled in sports Organizational project coordination, task prioritization, and resource optimization to ensure seamless day-to-day operations.
- Good insight of budgeting and financial management.
- Committed to the highest standards of transparency and ethical conduct, ensuring organizational credibility and compliance.
- Strong command of IT & Digital tools

Qualifications

- Bachelors in Business Administration and Sports Management or any relevant field

It is Our Game, It is Our Country.