

NIGERIA FOOTBALL FEDERATION
Management Positions and Description of Duties/Responsibilities

S/NO	POSITION DESCRIPTION	TITLE	PROPOSED STAFF	DEPARTMENT	ROLES AND RESPONSIBILITIES
1.	SECRETARY GENERAL	CEO OF THE SECRETARIATE		Secretary-General/CEO Office	<ol style="list-style-type: none"> 1. The SG/CEO Office is the head of the General Secretariat of the Association and is a permanent administrative body. It is called upon to carry out administrative, commercial, publicity and technical work and provides the support to the Chairman, the SG/CEO and the Deputy SG/CEO in their missions. It is in charge of organising institutional events such as the NFA Executive Committee Meetings, Congress and to support the Executive Committee Members in their missions. 2. Internally, the SG/CEO office ensures a cross-divisional and cross-affiliated companies co-ordination as well as taking the lead in defined projects, with the aim of ensuring a smooth and effective running of the NFA with high quality standards. 3. The SG/CEO shall be the Chief Executive of the permanent Secretariat of the Association and shall be appointed on the basis of an individual legal agreement. 4. The SG/CEO shall be responsible for: <ol style="list-style-type: none"> a) Managing and keeping the accounts of the Association and shall serve as the Secretariat Accounting Officer. b) The execution of decisions taken by the Executive Committee; c) The Production of minutes of the meetings of the Executive Committee, the standing and ad hoc committees; d) All the correspondence of the Association; e) Managing relations among the Association and the State/Local FA, associate members, consultative members, organisations and committees; f) Organisation of the Secretariat; g) The appointment of staff in the General Secretariat; h) Any other activity as may be directed by the Chairman in furtherance to the Association Objectives.

S/NO	POSITION DESCRIPTION	TITLE	PROPOSED STAFF	DEPARTMENT	ROLES AND RESPONSIBILITIES
2.	DEPUTY SECRETARY-GENERAL	DEPUTY CEO OF THE SECRETARIATE/CHIEF OPERATING OFFICER (COO) & CHIEF STRATEGY & MARKETING OFFICER. CEO OF NFA MARKETING LIMITED		Deputy SG/COO & CSMO Office	<ol style="list-style-type: none"> 1. The Deputy SG/COO & CSMO assist the SG/CEO in the execution of his duties as the Chief Operating Officer (COO) of the Secretariat. 2. Be in charge of Research, Strategic Development, Marketing and Commercial activities of the Association and oversee Policy implementation and Monitoring. 3. The Deputy SG/COO & CSMO shall act as the head of the secretariat in the absence of the SG/CEO. 4. The Deputy SG/COO & CSMO shall be responsible for: <ol style="list-style-type: none"> a) Strategic Development of the Association and its members. b) Development of a sustainable Marketing Programs for the Association and its Members/Affiliates. c) Implementation of the Marketing and commercial activities of the Association and its members/affiliates. d) Supervise the Commercial Division of the Secretariat. e) Shall be the CEO of the NFA Marketing Limited (Proposed Company to coordinate and manage the Marketing of all NFA Commercial Properties and that of its affiliates). f) Be the liaison between the NFA and the Private Sector. g) Executive education and professional Development programs of the Association. h) Monitor Development and events in the business and administration of football worldwide and advise the secretariat accordingly. i) Policy implementation and monitoring. j) Manages all Assistance programs and special projects of the NFA. k) Advise the SG/CEO on Corporate Policy, Governance and Strategy. l) May act as the Chief Operating Officer of the Association and supervise those operational/services departments as may be directed by the SG/CEO and/or Chairman.

S/NO	POSITION DESCRIPTION	TITLE	PROPOSED STAFF	DEPARTMENT	ROLES AND RESPONSIBILITIES
3.	DEPUTY SECRETARY-GENERAL	DEPUTY SECRETARY GENERAL & HEAD STATES FA & FOOTBALL ADMINISTRATION		Deputy SG Office	<ol style="list-style-type: none"> 1. The Deputy SG assist the SG/CEO & The Deputy SG/CSMO in the execution of their duties as may so be directed. 2. The Deputy SG shall act as the head of the secretariat in the absence of the SG/CEO & Deputy SG/CSMO. 3. The Deputy SG shall be responsible for: <ol style="list-style-type: none"> a) States FA and Football Administration. Provides an access point to all NFA member Associations and support the top executive management of the 37 States FA as well as professional training. b) Ensure all states FA Conducts their affairs as stipulated in the statutes and/or directives of the Executive Committee. c) May supervise those operational/services departments as may be directed by the SG/CEO and or Deputy SG/CSMO.
4.	FINANCE DIVISION	DIRECTOR		Finance, Procurement, Business Affairs	<ol style="list-style-type: none"> 1. Internal management accounting and reporting; 2. Providing external financial reporting and stewardship of assets and commercial input into all levels of the Association's decision process; and processing of transactions.
5.	OPERATIONS DIVISION	DIRECTOR		Administration, Events, Facilities & Equipments, Office Supplies, Information technology, Security, Ticketing, Travel	<ol style="list-style-type: none"> 1. Provide leading edge services internally and externally, to help the NFA achieve its overall objectives. 2. The division controls the NFA's budget and ensures that the profits are redistributed back into the game. 3. The Division generally provides the resources and services that the NFA needs for its operations and development.

S/NO	POSITION DESCRIPTION	TITLE		PROPOSED STAFF		DEPARTMENT	ROLES AND RESPONSIBILITIES
6.	FOOTBALL DEVELOPMENT & GOVERNANCE DIVISION	DIRECTOR	<i>Deputy Director</i>			TECHNICAL UNIT Football Development, National Game, Youth Development	<ol style="list-style-type: none"> 1. The football Development Unit directs its activities towards the growth of football and the safeguarding of the game's future. 2. It aims to increase participation at all levels and put in place the platform to allow players of all standards to realise their potentials. 3. The Division in co-operation with other NFA Divisions, seeks to improve Nigerian Football and to increase participation in States/Local associations, specifically through development competitions (youth, amateur and women), grassroots schemes, educational programmes (coach education, player development, medical training, etc) and promotional activities and materials (publications, videos, DVDs, etc.).
			<i>Deputy Director</i>			GOVERNANCE UNIT Competitions and Regulations, Disciplinary, Leagues, Referees, Registrations	<ol style="list-style-type: none"> 1. The Governance Unit is responsible for Rules and Regulations both on and off the pitch to ensure that the game is played and run to the highest standard at all levels.
7.	COMMERCIAL & MARKETING DIVISION	DIRECTOR				Broadcast and New Media, Sponsorships, Business Development and Marketing, Licensing and Merchandising	<ol style="list-style-type: none"> 1. The Commercial Divisions develops marketing and media strategies for all NFA Competitions, National Teams, and other commercial properties, to maximise the NFA's revenue flows, which are channelled back into developing the game. 2. It has responsibility for the Sponsorship, Broadcast and New Media, Business Development and Marketing functions of the NFA as well as Licensing and Merchandizing. 3. Managing the relationship between the NFA and its Sponsors, Partners and Commercial Suppliers, licensees, etc. 4. The work is across many disciplines, the most high profile of which being the Nigerian team and the FA Cup, but also central is the women's game and the commercial integration of the other exploitable properties of the NFA.

S/NO	POSITION DESCRIPTION	TITLE	PROPOSED STAFF	DEPARTMENT	ROLES AND RESPONSIBILITIES
8.	INTERNATIONAL RELATIONS UNIT	DEPUTY DIRECTOR		Government and International Relations (Clubs, WAFU, CAF, FIFA), International Competitions & Transfers, Translations	<ol style="list-style-type: none"> 1. The Unit handles the International relations of the NFA as well as fostering the relationship of the NFA with International Clubs, Governments and external bodies such as WAFU, CAF, UEFA, other Continental Bodies, FIFA etc. 2. The unit is in Charge of all international transfers of Players and manages the participation of Nigerian teams in International Competitions. 3. The unit also provides translation services to the NFA.
9.	NATIONAL TEAMS ADMINISTRATION UNIT	DEPUTY DIRECTOR		Super-Eagles, Super falcons, Junior teams (Male) and Junior teams (Female)	<ol style="list-style-type: none"> 1. The Unit handles all the administration and welfare of the National Teams (Players, Technical Crew and other officials, etc.), Kitting, and Logistics etc. 2. The Unit keep up to date data on all National Teams players both present and past for the use of the NFA.
10.	AUDIT UNIT	DEPUTY DIRECTOR		Internal Audit	<ol style="list-style-type: none"> 1. Auditing (controlling) of the NFA finances and spending on a day-to-day basis and facilitating the work the External Auditors.
11.	CORPORATE AFFAIRS & LEGAL SERVICES UNIT	DEPUTY DIRECTOR		Legal, Ethics and Sports Equity, Customer Relations and <i>Nigeriafans</i> Scheme	<ol style="list-style-type: none"> 1. The Unit directs the corporate strategy of the NFA, and aims to improve the NFA's service to and relationship with its stakeholders, fans and customers. 2. It provides a complete legal and Company Secretarial services to the NFA, works to set and improve standards in the safeguarding of children throughout the game and to work with NFA partners and other agencies to increase equity and diversity at all levels. 3. In general the legal services deals with all commercial legal matters (media rights, marketing, intellectual property rights, etc.), with all event-related matters, e.g. Staging agreements, stadium agreements, public authorities, etc., as well as all corporate legal affairs. It is also responsible for the disciplinary services and handles all other legal matters, in particular relating to statutes, regulations and applications for membership, and run the club licensing system. 4. It also aims to ensure that the NFA provides the highest standards of customer service to the public and to the members of the <i>Nigeriafans</i> scheme.

S/NO	POSITION DESCRIPTION	TITLE	PROPOSED STAFF	DEPARTMENT	ROLES AND RESPONSIBILITIES
12	COMMUNICATIONS & PUBLIC AFFAIRS UNIT	DEPUTY DIRECTOR		Press Office, Website (nfaonline.com)	<ol style="list-style-type: none"> 1. The Unit is responsible for all the NFA's media and public relations activities, information services and the website (nfaonline.com). 2. The Unit manages all activities involving NFA relations with the media, as well as for the production of NFA's various publications and reports. 3. It also operates to promote football at levels, from international through to the grassroots as well as constantly promotes the work and positive values of the NFA to the outside world beyond the football family.
13.	HUMAN RESOURCES UNIT	DEPUTY DIRECTOR		Human Resources & NFA Learning Programme	<ol style="list-style-type: none"> 1. The NFA's Human Resources Unit aims to develop the capability of the organisation through a culture of high performance. 2. It ensures that the right people are recruited, developed and rewarded, and are thus committed to the long-term future of the NFA. 3. Managing International Agreements aimed at Capacity Development and exchange programmes 4. NFA Staff development (Training needs analysis, Determination of skills, Applications for skills training grant, recommendations on staff training, etc.,) 5. Establishment of State/Local FA structures by first conducting an assessment of needs by through visits and workshops and by recommending the restructuring of the State/Local FA. 6. Project management with international agencies and countries focussing on capacity development. 7. Management of the NFA Learning Program (NFA commercial training and capacity development courses, seminars and conferences, workshops, etc.)