



## Terms of reference

**Title :** Manager

**Deadline :** 06<sup>th</sup> January 2022

**Vacancy type:** Full Time

**Remuneration:** Negotiable

**Qualification :** Level 5 qualification in Sports or Business Administration plus 3 year(s) experience, or GCE O' Level and 5 years of proven sports or administration experience in a leadership position.

### Skills:

- Ability to multitask
- Excellent interpersonal and communication skills
- Excellent time management and planning skills
- Computer literacy skills ( MS Word, Excel, Power Point ect)

### Duties and responsibilities

- Carrying out administrative duties, using systems and processes relevant to the Association
- Responding to enquiries and requests for information from other organisations, volleyball community and members of the public
- Providing administrative support to the management and Executive Committee members of the Association
- Organising and coordinating meetings, trainings, coaching programs, festivals, conferences and other events such as promotion of Volleyball in schools.
- Producing promotional literature, reports and event materials and liaising with marketing and media organisations
- Schedule practice times, rankings and tournaments with the support of the management team.
- As the focal point of the association, deal with concerned Ministries, Government Agencies, Schools, Sports Associations, Media, Players and Parents.
- Coordinate the day to day activities of the Association
- Attend all administrative functions of the Association on daily basis
- Facilitate the meetings of the Executive Committee of the Association
- Handle all the correspondences of the Association
- Oversee all the record keeping tasks of the Association

Interested applicants, please forward resume and copies of educational certificates to [gs@maldivesvolleyball.mv](mailto:gs@maldivesvolleyball.mv) before **06<sup>th</sup> January 2022, 14:00 Hrs.**