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| Posting Title | Women's Competitions Coordinator |
| Department | Women's Football Department |
| Reports to | Women's Competition Manager |

Job Overview:

The Women's Competitions Coordinator assists in the management of women's competitions organized by JFA and related workshops and events. The ideal candidate has a Bachelor's degree in Sports, Business Administration, or a relevant field, 2+ years of experience, excellent English and Arabic communication skills, and is a female candidate not exceeding 30 years old.

Job Responsibilities:

1. Work in all local competitions organized by JFA.
2. Assist in the management of all FIFA, AFC, and WAFF competitions hosted by JFA.
3. Attend and participate in workshops and training related to women's competitions.
4. Prepare official letters.
5. Assist the department in all events (official draw, crowning ceremonies, and other activities).
6. Work closely with and provide assistance to the Women's department regarding the annual competition calendar.
7. Assist in planning, preparing, and compiling fixtures and schedules for women's competitions.
8. Assist in the management and administration of women's competitions and the Women's department.
9. Efficiently manage all postponements and rearrangements and disseminate all relevant information both internally and externally.
10. Liaise with concerned departments regarding the effective dissemination of information to clubs and other stakeholders.
11. Utilize, maintain, contribute to, and develop systems and procedures, including those currently utilized by JFA's Women's department and other relevant stakeholders.

Job Requirements for a Women's Competitions Coordinator at Jordan Football Association include:

1. Bachelor's degree in Sports, Business Administration, or a relevant field.
2. Minimum of 2+ years of relevant experience in administration and logistics.
3. Excellent communication skills in English and Arabic, with the ability to write and proof documents.
4. Female candidate not exceeding 30 years of age.

To apply for the Women's Competitions Coordinator role at the Jordan Football Association, send your CV to Careers@jfa.com.jo, and remember to include the position name in the email subject line.

Good luck with your application!