

Executive, General Secretary's Office

Post: Executive, General Secretary's Office

Location: BFF House, Motijheel, Dhaka

Job Nature: Full Time.

Application Deadline: 4th May 2025

Number of Vacancy: 1

Job Brief

Bangladesh Football Federation (BFF) is the National Governing Body for football in Bangladesh, is seeking to appoint a dynamic, organized and proactive individual to the role of **Executive – General Secretary's Office**. This position provides key administrative and operational support to the Office of the General Secretary and plays a vital role in ensuring the smooth functioning of the Federation's Executive operations. Moreover, the desired candidate must be expert in communications who will work closely with government officials, ambassadors, diplomats, and other high-ranking individuals.

If you're passionate about the position and can think of ways to add creativity to your work, we'd like to meet you.

Key Responsibilities:

- Provide direct administrative and logistical support to the General Secretary, including managing schedules, correspondence and meeting coordination.
- Draft letters, reports, presentations and official communications as required.
- Maintain records, documents and files related to the General Secretary's Office in an organized and confidential manner.
- Coordinate internal and external meetings, including preparation of agendas, minutes and follow-ups.
- Liaise with internal departments and external stakeholders on behalf of the General Secretary.
- Assist in the planning and execution of high-level meetings, events, and federation activities.
- Handle travel arrangements, bookings and itinerary management for the General Secretary and VIP delegations and National and Age Level Teams.
- Support the implementation of special projects and assignments as delegated by the General Secretary.
- Manage, plan, coordinate and execute all aspects of protocol support for BFF.
- Build and maintain cordial relationships with various Government agencies and Embassies

Qualifications & Experience:

- Bachelor's or Master's degree in Business Administration, Public Administration, Management, or a related field.
- Excellent command of **English and Bangla** both spoken and written.
- Strong organizational, multitasking, and communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and digital communication tools.
- High level of professionalism, discretion and confidentiality.
- A proactive attitude, ability to work under pressure and attention to detail are essential.

BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Human Resources Department, Bangladesh Football Federation, BFF House, 14/B Outer Circular Road, Motijheel C/A, Dhaka-1000 by post or email to recruitment@bff.com.bd with the subject line: “Application for Executive, General secretary’s Office – BFF” by 4th May 2025.

Only the short-listed candidates will be called for Interview.