



Head of Admin, HR and Training

Post: Head of Admin, HR and Training

Location: BFF House, Motijheel, Dhaka

Job Nature: Full Time.

Number of Vacancy: 1

Application Deadline: 4th May 2025

Job Brief

Bangladesh Football Federation (BFF) is the National Governing Body for football in Bangladesh. We are committed to the development, promotion and excellence of football across all levels, including grassroots, professional leagues, women's football and youth development. As part of our ongoing transformation, we are looking to hire a dynamic and experienced professional to lead our Administration, Human Resources and Training operations.

To ensure success, the desired candidate should be very detail-oriented and be problem-solver and having a strong hold on the Bangladesh Labor Act and performance management system.

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

Administration & Operations

- Oversee day-to-day administrative functions of BFF, ensuring smooth operations across all departments.
- Develop and implement policies, procedures, and systems to improve organizational efficiency.
- Supervise facility and logistics management including office assets, vehicles, and supplies.
- Providing administrative/ operational support to every venue ensuring everything regarding the field management is in order.

Human Resources

- Lead recruitment, onboarding, performance management and employee engagement initiatives.
- Maintain and update HR policies in line with labor law and organizational needs.
- Ensure a safe, respectful, and inclusive work environment aligned with safeguarding principles.
- Conduct various recruitment sessions as per requirement of various department considering the annual HR budget.
- Offer Management including Negotiation, Reference Check, Background Verification and Relationship Management.
- Keep track of employee database.
- Prepare monthly salary & overtime sheet of all employees.
- Yearly KPI management of employees of BFF.

- Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle for the regions.

Training & Development

- Identify training needs across the organization and design strategic capacity-building programs.
- Coordinate with internal and external partners to deliver HR and operational training.
- Build leadership development pathways for staff at various levels.
- Ensure the team implements the Recruitment Plan as per the Annual HR Operating Plan.
- Undertake meetings with various Head of the department, Coaches & Committee members when required.
- Coordinating with vendors and procurement team to ensure that products are delivered on time and within budget specifications.

Qualifications & Experience

- Master's degree in Human Resources, Business Administration, Management or related field.
- Minimum 7–10 years of progressive experience in HR and Administration, including at least 3 years in a senior leadership role.
- Experience in the sports sector, non-profits, or development organizations will be considered an asset.
- Strong understanding of Bangladeshi labor laws and best HR practices.
- Excellent interpersonal, communication and conflict-resolution skills.
- Proven experience in designing and delivering training programs.

Additional Requirements

- Ability to work under pressure and manage multiple priorities.
- High level of integrity, discretion, and commitment to organizational values.
- Proficiency in Bangla and English (spoken and written).
- Computer literacy (MS Office, HRMS software, etc.).

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 Head of Admin, HR and Training – BFF" by 4th May 2025.

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