



Head of Legal

Post: Head of Legal

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. BFF is responsible for promoting and regulating football at all levels—grassroots to elite—ensuring that the sport is governed with integrity, fairness, and professionalism. We are seeking a qualified and motivated legal professional to lead our Legal Department and ensure all organizational operations are conducted within a robust legal and regulatory framework.

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

Legal Affairs & Compliance

- Provide strategic legal advice and guidance to BFF's leadership on all legal matters.
- Draft, review and negotiate contracts, agreements, MoU's and legal documents.
- Ensure BFF's compliance with National and International laws, including those of FIFA, AFC and other governing bodies.

Dispute Resolution & Litigation

- Represent BFF in legal proceedings, hearings and dispute resolution forums.
- Handle disciplinary and grievance matters in collaboration with relevant committees.
- Coordinate with external legal counsel when required.

Policy & Governance

- Develop and update internal legal policies, codes of conduct and regulatory frameworks.
- Support the governance structure by advising on elections, constitutional matters and statutory obligations.
- Ensure all BFF activities align with its Constitution and the rules of football's governing bodies.

Risk Management

- Identify legal risks and propose mitigation strategies.
- Conduct legal audits and assessments to ensure compliance across departments.

Qualifications & Experience

- LLB (Hons) and LLM from a recognized university; enrollment as an Advocate in Bangladesh Bar Council.
- Minimum 7–10 years of professional legal experience, preferably with exposure to sports law, corporate governance or non-profit regulations.
- Strong understanding of national labor law, contract law and compliance frameworks.
- Experience dealing with sports federations, regulatory bodies or NGOs will be an advantage.
- Exceptional analytical, negotiation and communication skills.
- Fluency in both Bangla and English (spoken and written).

Additional Requirements

- Demonstrated integrity, discretion and high ethical standards.
- Ability to work independently and collaboratively across departments.
- Proficiency in Microsoft Office and legal research tools.

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 Legal – BFF” by 4th May 2025.

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