



Posting Title	Venues Officer
Department	Competitions Department
Reports to	Stadiums and Venues Manager

Job Overview:

The Venues Officer is responsible for overseeing and managing all aspects of football venues, ensuring their smooth operation and efficient utilization. This role involves coordinating with various stakeholders, such as MOY, GAM, facility staff, event organizers, teams, and spectators, to ensure the proper continuity of JFA activities with a safe, enjoyable, and memorable experience for all participants. The Football Venues Officer must possess strong organizational and communication skills to effectively coordinate between stakeholders and all JFA departments, manage staff, maintain facilities, and deliver high-quality services.

Job Responsibilities:

- 1- **Facility Management:** Oversee the day-to-day operations of the football venues, including maintenance, readiness, cleanliness, and security. Ensure compliance with safety regulations and address any issues promptly.
- 2- **Event Planning and Coordination:** Collaborate with JFA departments and national teams to plan and play football matches, trainings, tournaments, and other events, ensuring all stadium and training sites requirements are fulfilled, in preparation to all local and international tournaments.
- 3- **Fields maintenance:** Oversee the maintenance and care of the natural grass playing surfaces in stadiums and training sites, by conducting regular site visits to all Jordan football sites in coordination with stadiums management teams and JFA external consultants. Elaboration and maintenance plans report for each visit shall follow to be shared with the concerned party.
- 4- **Budgeting and Financial Management:** Develop and manage the JFA venue's budget, ensuring cost-effective operations including JFA Headquarters. Monitor expenses, contractors, and vendors, in coordination with the procurement department.
- 5- **Stakeholder Communication:** Liaise with football clubs, tournament managers, and governing bodies to facilitate smooth operations and address any concerns or requirements. Maintain positive relationships with stakeholders, including sponsors, vendors, and local authorities.
- 6- **Venues Enhancement:** Identify opportunities for improving the venue's infrastructure, amenities, and services. Coordinate renovations, upgrades, and maintenance projects to enhance the overall fan experience, JFA local and international tournaments, and meet FIFA and AFC standards.



7- Data Analysis and Reporting: Collect and analyze data related to facility usage, matches damages, and efficiency for all JFA activities through the football season. Prepare regular reports for management, identifying trends, challenges, and opportunities for improvement.

Job Requirements

- Bachelor's degree in civil, Architectural engineering, Sports Management, or any related field.
- Minimum 3 years of proven experience in venues management, projects coordination, reporting, facilities management, and events operation.
- knowledge of football operations, including tournaments planning, scheduling, and football fields requirement.
- Excellent organizational, leadership, and interpersonal skills.
- Ability to work effectively under pressure and manage multiple tasks simultaneously.
- Excellent communication and negotiation skills.
- Excellent Arabic and English writing and speaking skills.

To apply for the Venues Officer 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!