



Employment Opportunity

JOB DESCRIPTION

1. IDENTIFICATION SECTION

JOB TITLE : Chief Executive Officer

Zanaco Sporting Club Limited operating as Zanaco Football Club is inviting applications from suitably qualified members of the Public with relevant experience for the position of Chief Executive Officer of the Club aimed at contributing to the Clubs strategic vision, to be based in **Lusaka**:

2. JOB PURPOSE:

To manage and oversee the general administration, football and commercial operations of Zanaco Sporting Club Limited. This includes:

- ensuring the sportive and commercial success of the football club through the development of commercial, football and general operations at the company;
- driving the club's long-term vision to become a model of professional football club management in Zambia and the region; and
- leveraging data driven decision making, community engagement, and strategic partnerships

Under the supervision of the **Board of Zanaco Sporting Club Limited** the following are among the **Job Key Responsibilities**:

Leadership

- Ensure the Club operates according to its mission, vision and values.
- Put in place an effective management team and structure to efficiently run the affairs of the Football Club.
- Create and execute the strategic plan for the Club to be approved by the Club's Board of Directors.
- Participate in strategic initiatives of Zambia National Commercial Bank Plc (the Bank) where sports can be a platform for community development and financial inclusion
- Act as an adviser to the Zanaco FC Board
- Ensure that team formations are impartial and fair to all participants.
- Drive innovation, sustainability, and long-term transformation of the Club's football and commercial programmes.
- Cultivate a high-performance culture rooted in integrity, professionalism, and team accountability.
- Serve as a visible and inspirational leader within the Zambian football ecosystem and the wider community, advocating for innovation, transparency, and inclusivity in sport.

Commercial Operations

- Execute a disciplined budget process across teams and departments within the Zanaco FC
- Manage budget and control the finances
- Timely presentation of budgets which are supported by key initiatives
- Ensure the commercial viability and sustainability of the club by undertaking

Football Operations

- Ensure that club buildings and facilities meet health and safety requirements and compliance with applicable laws and football regulations.
- Ensure availability and maintenance of club equipment
- Generate long term plan to improve and expand on existing club buildings and facilities
- Oversee the technical and operational performance of all the teams.
- Supervise the Finance and Administration Manager, the Technical Director, and other Direct Reports, and review their performance on a regular basis in line with policy.
- Develop and maintain a succession plan for key technical and administrative positions
- Oversee the development, implementation, and regular review of the club's medical protocols and injury management plans
- Formulate remuneration packages and contracts for all roles
- Measure coaches' performance through coach survey, observation and input from other members of Management.
- Review performance and compliance with codes of conduct and required player evaluations.

- Act as the Transfer Matching System Manager of the Club.
- Support the development and growth of the Club's youth academy structures.
- Promote equitable investment in women's football
- Ensure compliance with labour laws, contracts, and FAZ/FIFA employment-related regulations.
- Manage all match preparation and game day activities including acting as a liaison with contractors, media, sponsors and other stakeholders.
- Integrate sports science, performance analytics, and injury prevention protocols into the technical operations of the club.

General Administration

- Ensure full compliance with all applicable national regulation, as well as football governance requirements
- Administrative support to Zanaco FC Board
- Lead annual planning and review processes in collaboration with Board Committees.
- Establish and maintain internal controls, risk mitigation processes, and compliance frameworks.
- Champion Environmental, Social and Governance (ESG) principles in Club operations.

3. INTERNAL/EXTERNAL CONTACT

- **External:** Professional National and International Bodies/ Regulators; Football Clubs, Zanaco Bank Plc
- **Internal:** Zanaco FC Board

4. QUALIFICATIONS/EXPERIENCE

- Grade 12 school certificate or equivalent
- Degree in business-related field or sports management
- Minimum of ten (10) years' professional experience with at least 5 years' experience in a similar or managerial role
- Previous experience in football management will be an added advantage
- General level knowledge of football rules and regulations
- Professional certification in Sports Management, Strategic Leadership or Executive Education from a recognised institution is an added advantage.
- Experience managing high-performance teams in a dynamic environment, preferably within the sports, entertainment, or corporate sector.
- Women are encouraged to apply

5. JOB CORE COMPETENCIES

- Strategic thinking and ability to translate vision into operational and tactical actions.
- Digital literacy
- Excellent interpersonal skills.
- Strong written and verbal skills
- Excellent prioritisation and problem-solving skills
- Strong organisational and conflict resolution skills
- Team player with the ability to collaborate
- Exercise independent judgment and initiative
- Great people skills

6. APPLYING FOR THE ROLE

If you are interested in this role and meet the qualifications set out in above, please submit the documents listed below indicating the position being applied for in the subject line by email to Zanaco.FootballClub@zanaco.co.zm no later than Friday, 9th May, 2025:

- a) **Cover Letter;**
- b) **Copies of Qualifications;**
- c) **ZAQA Certificate of Verification for the required qualifications; and**
- d) **Detailed curriculum Vitae.**

ONLY SHORTLISTED APPLICANTS WILL BE COMMUNICATED TO
Zanaco Sporting Clubs Limited provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment.

YOU FIRST