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Recruitment Notice

The ALL India Football Federation (AIFF) is invites applications from highly qualified professionals for various positions posted below.

Senior Manager, Coach Education

Job Category	Senior Manager
Location	Delhi
Area	Coach Education, Technical
Mode of Application	Applications will only be accepted through the submission of the Google Form provided at the end of this page.
Application Deadline	14 October, 2026

Role Overview:

The Senior Manager will be responsible for overseeing Coach Education operations, manage stakeholder communication and department reporting. The senior manager will report to Technical Director / Head of Coach Education.

Key Responsibilities

- Planning, directing and overseeing the operations of the department.
- Visit venues and sites for inspection in regard to conduction of AFC, FIFA and AIFF Diploma courses.
- Record keeping and maintenance of Coaching licenses, data, correspondences and other information pertaining to Coach Education.
- Assisting the Technical Director/ Head of Coach Education over various communication process between Clubs, States and AIFF.
- Regular monitoring of Coaches data and information on digital platform and database and follow-ups with coaches on changes.
- Accomplish staff results by communicating job expectations; disciplining employees; developing and enforcing policies and procedures.
- Attend educational conferences and workshops for professional development.
- Help in intra and inter departmental communication.



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- Coordinating with AFC technical division regarding RECC requests and other Coach Education matters.
- Financial management of all course activities that include Budgeting, Revenue management, Liaising with Accounts dept and Part-time Instructors for payment of Professional fees and monitoring of expenses for all courses.
- Prepare the annual report for department.

Experience

- Graduate degree in any discipline;
- 5–6 years of experience in sports organization, federation;

How to Apply

Please fill in the Google form link below to send the applications in soft copy.

<https://forms.gle/9qx877BFgDRk79p2A>

Only shortlisted candidates will be contacted for an interview, the date and time of which will be communicated via email.

AIFF reserves the right to cancel/reject the vacancy or applications without assigning any reason.



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Procurement Officer

Job Category	Procurement Officer
Location	Delhi
Area	Procurement
Mode of Application	Applications will only be accepted through the submission of the Google Form provided at the end of this page.
Application Deadline	14 October, 2026

Role Overview:

The Procurement Officer will manage the end-to-end procurement process at AIFF, ensuring timely, transparent and cost-effective procurement of goods and services in accordance with approved budgets, internal policies and applicable procurement procedures.

Key Responsibilities

- Coordinate procurement requirements from departments and obtain approved specifications, quantities and budgets.
- Source vendors and obtain, evaluate and compare quotations, proposals and commercial terms.
- Prepare comparative statements, purchase recommendations, purchase orders and related procurement documentation.
- Coordinate tendering / RFQ processes, vendor evaluation, negotiations and approvals as required.
- Maintain an updated vendor database and support vendor onboarding, due diligence and performance monitoring.
- Coordinate delivery, inspection, acceptance and invoice processing with relevant departments and Finance.
- Monitor purchase orders, delivery timelines, pending requirements and procurement status.
- Maintain complete procurement records, contracts, quotations, approvals and vendor correspondence for audit and reference.



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- Support procurement for AIFF competitions, events, camps, travel, office operations and other organisational requirements.
- Identify opportunities for cost efficiency while maintaining quality, timelines and compliance with AIFF procedures.

Key Skills & Competencies

- Procurement and vendor management
- Quotation comparison and commercial evaluation
- Tendering / RFQ process management
- Negotiation and cost analysis
- Purchase order and contract administration
- Strong documentation and record-keeping
- Stakeholder and vendor communication
- Budget awareness and attention to detail
- MS Office / Excel and procurement or ERP systems
- Ability to manage multiple requirements under tight timelines

Qualifications & Experience

- Graduate degree in any discipline;
- Qualification in Procurement, Supply Chain, Commerce, Management or a related field will be an advantage.
- Relevant experience in procurement, purchasing, vendor management or administration, preferably in sports, corporate, government, federation or similarly structured organisation.

Please fill in the Google form link below to send the applications in soft copy.

<https://forms.gle/YJUf2MCUAF3EAsUK9>

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Assistant Manager- Legal, Regulatory and Governance

Job Category	Assistant Manager
Location	Delhi
Area	Legal, Regulatory and Governance
Mode of Application	Applications will only be accepted through the submission of the Google Form provided at the end of this page.
Application Deadline	14 October, 2026

Role Overview:

The Assistant Manager, Legal will be responsible for providing legal and regulatory support across relevant functions, assisting in the interpretation and implementation of applicable rules, regulations, policies and procedures, and supporting the organisation in maintaining effective legal and regulatory frameworks.

Key Responsibilities

- Administer, implement, and periodically audit applicable regulations, operational policies, guidelines, and statutory legal frameworks.
- Provide actionable legal, regulatory, and risk-management guidance to internal departments and external stakeholders.
- Provide briefs and coordinate with the external legal counsels.
- Draft, negotiate, and review contracts, agreements, legal notices, official correspondence, and binding instruments.
- Manage and resolve ongoing disputes, contractual claims, complaints, and regulatory proceedings.
- Support the coordination and functioning of institutional hearings, meetings, and proceedings.
- Assist AIFF committees with convening meetings, facilitating deliberations, and drafting and communicating formal decisions.
- Prepare comprehensive legal and factual briefs, background summaries, and case dossiers for committee matters.
- Prepare decisions of the matters of the requisite PSRD committees, in coordination with the committee members.



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- Monitor institutional adherence to applicable regulations, governing body policies, internal directives, and compliance mandates.
- Conduct specialized legal and regulatory research to prepare analytical opinions, advisory briefs, case summaries, and policy memoranda.
- Liaise with internal departments and external stakeholders on active legal, regulatory, and compliance matters.
- Maintain an organized, centralized archive of departmental contracts, regulatory filings, dispute records, and legal documentation.
- Draft, benchmark, and implement new departmental policies, standard operating procedures (SOPs), and strategic initiatives.
- Ensure organizational adherence to applicable national and international regulations, policies, and governing standards.
- Track and enforce workflows to ensure all statutory, regulatory, and internal deadlines are strictly met.
- Execute additional legal, regulatory, compliance, and governance assignments as directed from time to time.

Requirements and Qualifications:

- A Bachelor of Laws (LL.B.) degree is required.
- Minimum 3 years of Post-Qualification Experience (PQE) in a relevant legal, regulatory, compliance or related field. Experience in the sports sector, particularly football, will be preferred.
- Strong knowledge and understanding of legal principles, regulatory frameworks and compliance processes.
- Knowledge and understanding of sports and sports administration, particularly football, will be an advantage.
- Experience in drafting, reviewing and interpreting contracts, agreements and other legal instruments.
- Experience in legal research and analysis, with the ability to interpret and apply regulatory provisions.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office and Google Workspace, with the ability to effectively use digital tools for documentation, data management, communication, presentations and day-to-day administrative and legal work.
- Ability to manage multiple assignments, prioritise responsibilities and work effectively within defined timelines.
- Strong stakeholder-management, coordination and interpersonal skills.
- Ability to work independently and effectively as part of a team.
- Ability to manage multiple priorities effectively, meet deadlines and handle sensitive matters with professionalism and discretion.
- Willingness and ability to travel domestically, as required.



How to apply

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<https://forms.gle/cvULKfdF521rEvZp8>

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