



CONFEDERATION AFRICAINE DE FOOTBALL ENGLISH COPY

The Confederation of African Football (CAF) was founded in 1957 by four nations: Egypt, Sudan, Ethiopia and South Africa.

As the administrative body of the region, CAF manages competitions, offers technical and administrative training courses while actively fostering the promotion and practice of football.

The Confederation organizes championships such as the Africa Cup of Nations (CAN or AFCON), the most popular competition. It maintains very close links with FIFA in coordinating tournaments for different events such as the World Cup, Youth and Women competitions and the Olympic Games Football Tournaments.

Since the election of a new president, Sir Ahmad, on 16 March 2017, the confederation has resolutely embarked on wide-ranging reforms agenda with the aim of restoring CAF's image and credibility, increasing revenues, developing the game and improving the governance of continental football.

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

Job vacancies

CAF General secretary

1. The General Secretary shall be appointed by the Executive Committee on the proposal of the President
2. He shall be provided with a contract of employment and must reside in the city in which the CAF headquarters is located
3. He shall be the head of the CAF administration, and shall take part in all CAF meetings without any voting rights
4. He may act as the confederation's legal representative if empowered specifically to do so by the President or the Executive Committee
5. He shall administer the affairs of CAF and is mainly in charge of the implementation of the decisions of the General Assembly, Executive and Emergency Committees and legal bodies; under the authority of and according to the directives of the President.
6. He shall prepare the agenda of meetings of the General Assembly, the Executive Committee and the Standing Committees, after consulting with the President.
7. He shall be responsible for compiling the meeting minutes of the General Assembly; as well as meeting minutes of the Executive, Emergency and Standing Committees.
8. He shall be responsible for managing CAF's correspondence and public relations.
9. He shall be responsible for managing CAF's financial affairs and treasury; as well as keeping proper accounts. To this end, he shall:
 - a. Cooperate with the Finance Committee to prepare the financial statements and the budget for submission to the Executive Committee, which shall in turn present them to the General Assembly.
 - b. Authorize all documents relating to expenses and income
10. He shall be responsible for the recruitment and dismissal of staff, after consulting with the President
11. He shall submit to the Executive Committee, after consulting with the president, proposals concerning the appointment and dismissal of directors.



**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

Qualifications:

- Excellent command of CAF'S three languages (French, English and Arabic).
- Master Degree in Social Sciences, Business Administration.
- Have a good knowledge of football or football administration.
- Have at least 8 years of experience.
- Time Management and working under stress.
- Excellent organizational skills.

Applications and CVs should be sent to this email: CAF@targetdhr.com,
(mentioning the title in the subject).

The deadline is 10th of October 2017

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

Deputy General secretary for Finance & Administration

Reporting to : General Secretary

B. Job Scope:

Functions:

The CAF Deputy General Secretary for finance & Administration contributes to the overall success of the organization by effectively managing all financial & Administrative tasks for the Confederation. Under the guidance of the Secretary General, he is in charge of the strategy and the overall financial & Administrative investments and in charge of controlling the overall CAF budget.

The CAF Deputy General secretary for finance & Administration is accountable for the administrative, financial, and risk management operations of CAF, including the development of a financial and operational strategy, and the ongoing development and monitoring of CAF control systems and procedures designed to preserve CAF assets and report accurate financial results.

Essential Functions:

Planning and management aspects

- Formulate financial strategies and plans for the optimization of CAF's financial health
- Develop performance measures that support CAF's strategic direction
- Direct, lead and nurture in-depth relations with members of the Finance Division team
- Maintain positive in-depth relations with the General Secretary and the Directors
- Manage the overall CAF budgets and overall processes, establishing guidelines for budget and forecast preparation.
- Finalize the CAF annual accounts and statements
- Present indications to the General Secretary on any proved variations between the estimated budget and the actual expenses
- Oversee compliance with all CAF contractual requirements with commercial partners
- Oversee compliance with FIFA Financial Assistance Program
- Perform any duties as directed by the General Secretary

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

Financial Operations aspects

- Possess the Second signature on all financial transactions and checks (The General Secretary has the first signature)
- Sign all correspondences concerning the Finance
- Maintain the chart of accounts
- Implement operational best practices
- Oversee the issuance of timely and accurate financial statements and reports in accordance with generally accepted accounting principles
- Oversee the preparation of all supporting information for the annual audit and liaise with Finance Controller and internal / external auditors as necessary
- Ensure the overall control and maintenance of complete and accurate supporting information for all financial transactions, including with banks
- Ensure the maintenance by the Accounting Unit of financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Guarantee that banks' reconciliations are done properly by the Accounting Unit
- Review monthly results as presented by the Financial Controller
- Oversee the management of the CAF Treasury Manager for the cash flow forecasts in accordance with CAF policy
- Report financial results to the General Secretary

Administrative Operations aspects

- Improve processes and policies, manage administrative staff, and lead long term organizational planning.
- Specific responsibilities include:

* Management: manages daily office operations, negotiates contracts, manages relations with vendors, acts as primary liaison with Pangaea's landlords (and subtenants), develops and oversees office standard operating procedures.

* Technology: oversees network administration, manages phone system and evaluates information systems.

* Human Resources: oversees the organization's human resources needs; including employee on-boarding, managing and administering health and other employee benefits, maintaining personnel records, monitoring insurance coverage and ensuring that insurance personnel policies are up-to-date.

* Manage Administrative Staff: including the department of travels.

* Coordinates long-term organizational planning: coordinates the implementation and operation of Pangaea's strategic plan.

* Oversees contracts and grants management: develops and implements a contracts and

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

grants management system, with the support of third party consultants.

* With the General Secretary, updates and implements the development strategy, oversees individual solicitation leads and processes, as agreed with the General Secretary.

Risk Management

- Ensure that all statutory financial requirements of the Confederation are met
- Monitor reliable control systems
- Report risk issues to the General Secretary
- Maintain relations with internal / external auditors and investigate their findings and recommendations
- Preserve all financial / accounting documents with a proper archiving system
- Review policies and procedures to ensure that financial information is secure and accessed by the relevant personnel only, including on the JDE software
- Behave Ethically, build relationships, communicate effectively, focus on CAF members and partners needs, foster Teamwork, Lead and Make Decisions, Organize and plan, Solve problems

C. Job Coordination:

Required to coordinate with other CAF departments and other parties as follows:

- 1/ General Secretary
- 2/ Finance Division staff to perform the above-mentioned duties
- 3/ All other CAF Divisions concerning financial matters

D. Qualifications

- Bac + 4/BTS
- Accounting degree required
- Master Degree or CPA (Mentioning the international name of the diploma) or Accounting equivalent required

E. Work Experience

- Minimum 5 years' experience in similar fields.

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

F. IT Skills

- Excellent Knowledge of all MS-DOS & Microsoft Office applications
- use of EDP accounting applications

G. Language Skills

- Must be fluent in written and spoken English and French
- Additional knowledge of other CAF languages is an advantage (Portuguese and/or Spanish or Arabic)

General CAF Principles:

- To respect and honor the working hours
- To respect the dress code of the organization
- To attend all meetings as required by the management
- To attend any courses/seminars as deemed fit by the management
- To keep an ideal behavior due to the seriousness of the function and the organization
- To remain contactable at all times via the mobile phone or email
- Due to the obligations related to the CAF's mission, the employee may be required to perform its duties other than the official working hours at headquarters or outside.

Applications and CVs should be sent to this email: CAF@targetdhr.com, (mentioning the title in the subject).

The deadline is 10th of October 2017

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

Deputy General secretary - Football & Development

Reporting to : General Secretary

- **Job Scope:**

The creation of Football Technical Development Division to better coordinate grassroots, coaching and refereeing training as well as innovative development related to football. As you know, the football development program “CAF Forward” is built on three principles to provide a complete support to football development in each members associations. In order to deliver on our commitments on these principles, of more investment, more impact and more oversight, we will be making significant improvements to the Members Associations Division.

This requires the appointment of a new Deputy General Secretary to lead the division, supported by CAF Members.

This person will be in charge of defining and leading the national technical development programmers, therefore preparing the football of the future. He proposes to the general secretary, the president and possibly the executive committee (ExCo) a long-term vision and develops a technical strategy over several years in order to improve the level of the game within the country and achieve identified targets on and off the pitch. He and his department are likewise in charge of the implementation of all activities related to technical development, as well as the control, monitoring and assessment. In other words, he is for the technical side what the general secretary is for the management side.

The Deputy Secretary has a number of key responsibilities for both men’s and Women’s football.

- Mass football
- Coach training
- Elite football
- Research and documentation

CONFEDERATION AFRICAINE DE FOOTBALL ENGLISH COPY

A good Deputy General Secretary must combine three interrelated types of skills and experience:

Football	<ul style="list-style-type: none"> → Experience as a football player (not necessarily at the highest national level) → Experience as a coach and a instructor → Relevant football and sport qualifications (e.g. national or international coaching licence, university degree in relevant field)
Leadership/analysis	<ul style="list-style-type: none"> → Recognition/acceptance by the national football stakeholders → Leadership, strategic and networking skills → Analytical skills (both concerning the game and the football environment in general): ability to define and develop the technical strategy → Recognition as a reference for coaches and instructors → Communication skills that enable him to convince the key football stakeholders of the quality of his project
Organisational skills	<ul style="list-style-type: none"> → Organisational capacities that enable him to implement a complex set of programmes nationwide → Reports on activities and financial accountability → Managerial skills and experience enabling him to coordinate, motivate and supervise the technical staff, including those who work in the regional branches

Essential Duties and main responsibilities:

- Manages the Competition's & Development Division staff
- Manages all the engagements of all competitions & football Development.
- Manages the preparations of all competition division related meetings and documentations (Competition's Committees)
- Responsible of the establishment of the competition's annual plan .
- Makes sure that all the communication deadlines are respected from both sides (Competition's division and other parties sides)
- Responsible for all documents, archiving and communication within the Competition's Division
- Responsible about all competitions related matters during CAF competitions

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

- Responsible of the CAPA for all the staff of the Competition's Division (targets, goals and feedback)
- Responsible to maintain CAF good standards in the different working areas of the competitions and among the other divisions
- Responsible for implementing the overall strategy of football development as approved by the Technical Development Committee
- Responsible for managing the CAF coaching license programs
- Responsible for managing and implementing all courses and seminars in relation to football development.
- Responsible for enrolling all coaching courses in the continent through the CMS system and follow up the courses with assessments
- Responsible for preparing the content of CAF coaching license courses
- Responsible for compiling TSG reports upon completion of each CAF competition
- Responsible for preparing the content of CAF coaching license courses
- Responsible for preparing the annual statistics reports for the improvement of the CAF Coaching licensing in the continent
- Responsible for managing development matters with CAF partners and FIFA
- Responsible for the budgeting of the various courses and seminars as well as the Division overall budget
- Supervises development matters related to refereeing, medical development and administrative development
- Follows up on external correspondences in relation to Development
- Following up all duties entrusted by the General Secretary.

C. Job Coordination:

Required to coordinate with other CAF departments and other parties as follows:

- 1/ General Secretary
- 2/ All CAF Divisions concerning coordinating various matters
- 3/ Third parties according to direct responsibility (Federations...Etc.)

**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

D. Qualifications

- Bachelor Degree required
- Master Degree preferred
- Experience as a football player (not necessarily at the highest Football national level)
- Experience as a coach and an instructor
- Relevant football and sport qualifications (e.g. national or international coaching license)
- university degree in relevant field
- Leadership/analysis
- Recognition/acceptance by the national football stakeholders

E .Work Experience

- 5 years of experience in similar functions
- Experienced in Football Competitions Administration

F. IT Skills

- Use of all Microsoft Office applications
- Excellent knowledge of Microsoft Office (PowerPoint, Excel, Word)
- Ability to use the CAF CMS system

G. Language Skills

- Fluency in written and spoken Arabic, English and French
- Additional knowledge of other CAF languages is a great advantage

H. Other Skills

- Excellent written communications skills
- Excellent interpersonal skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Time management skills
- Multicultural environment skills
- Ability to travel freely



**CONFEDERATION AFRICAINE DE FOOTBALL
ENGLISH COPY**

General CAF obligations:

- Working hours from 9:00 AM to 16:00
- Flexible with shifts when required.
- Dress Code is Business Formal or Business Casual depending on the nature of the job.
- Attend all meetings required by the management.
- Attend any courses/seminars as deemed fit by the management.
- Conduct oneself in a manner that upholds the image and integrity of CAF.
- Remain contactable at all times via the mobile phone or e-mail.

Applications and CVs should be sent to this email: CAF@targetdhr.com,
(mentioning the title in the subject).

The deadline is 10th of October 2017