JOB DESCRIPTION

WORKFORCE PLANNING MANAGER

TotalEnergies CAF Africa Cup of Nations PAMOJA 2027

Reports to	**Workforce Management Lead**
Period	From appointment until the end of the tournament
Location	Hybrid / CAF Headquarters (Travel Required to Tanzania, Kenya and Uganda)

CAF is looking to recruit a **Workforce Planning Manager – AFCON 2027** to lead the development and implementation of the tournament's workforce planning strategy across Tanzania, Kenya and Uganda.

The Workforce Planning Manager will support the strategic planning, forecasting, and management of the AFCON 2027 workforce and volunteers across all host cities. This role is critical in ensuring that the right people are in the right place at the right time, supporting successful tournament delivery. Workforce Planning Manager will also contribute to CAF's long-term workforce planning framework, creating a scalable legacy model for future events.

Main responsibilities

Strategic Workforce Planning

- Develop and manage the workforce plan for AFCON 2025, covering all functions, venues, and operational phases.
- Forecast workforce demand and supply, balancing local staff, delegation, contractors, and volunteers.
- Align workforce requirements with event readiness timelines and operational plans.

Workforce Systems & Data Management

- Utilize workforce planning tools and systems to track, monitor, and report staffing levels.
- Ensure data accuracy, consistency, and reporting to senior management.
- Identify workforce risks (gaps, surpluses) and propose mitigation strategies.

Coordination & Stakeholder Management

- Collaborate with Functional Areas (FAs) and Venue Management teams to validate workforce needs.
- Ensure workforce planning aligns with accommodation, transport, and accreditation plans.

- Act as the central coordination point between CAF, LOC, and external providers on workforce issues.

Operational Delivery

- Support recruitment, onboarding, training, and scheduling processes.
- Ensure workforce plans are operationally feasible and cost-efficient.
- Provide workforce status reports and highlight critical gaps.
- Legacy Contribution
- Document best practices, lessons learned, and tools for future CAF tournaments.
- Support workforce capacity-building across African host nations.

YOUR PROFILE

Qualifications & Experience:

- Bachelor's degree in Human Resources, Business Administration, Sports/Event Management, or related field.
- Minimum 5 years of workforce planning, HR operations, or major event management experience (sporting events preferred).
- Proven expertise in workforce scheduling, rostering, and deployment.
- Experience managing large, multi-stakeholder projects.
- Strong data management and reporting skills.
- Excellent communication and negotiation abilities.

Desired Qualities:

- Analytical and detail-oriented mindset.
- Ability to manage complexity across multiple locations.
- Strong leadership and cross-functional collaboration.
- Problem-solving and risk management capabilities.
- Commitment to CAF's vision of workforce legacy in Africa.

APPLICATION

Interested candidates should submit their CV via freelancer@cafonline.com mentioning the role title they are applying for in the email subject.

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