JOB DESCRIPTION

Host City Manager

TotalEnergies CAF Africa Cup of Nations PAMOJA 2027

Number of positions	**One per host city**
Location	The host city. Travel to the stadium or stadiums, training sites and hotels of the city
Reports to	CAF Competitions & CAF Host Country Manager
Works with	CAF General Coordinator, LOC Venue Manager, LOC competitions team, CAF Infrastructure Venue Manager, CAF functional areas
Period	From appointment until the end of the tournament

Purpose of the role

- The Host City Manager is CAF's lead person in the host city.
- He brings the city to tournament readiness and runs it during the tournament. This covers the stadium or stadiums, the training sites, the team and official hotels and the city services that support them.
- He is the single CAF contact in the city for the LOC, the city authorities and the CAF functional areas.

Main responsibilities

Before the tournament

1. Lead the readiness of the host city against CAF requirements and the agreed timelines, and report on it weekly to the Host Country Manager.
2. Act as CAF's counterpart to the LOC Venue Manager and the city authorities, including police and fire services, and follow up the agreed actions and dates with them.
3. Coordinate the CAF functional areas working in the city, so they work to one plan and one set of priorities, and act as the channel between the CAF central team and the city.
4. Follow the readiness of the training sites, hotels, transport routes, medical services and security arrangements in the city. For construction matters, use the reports of the CAF Infrastructure Venue Manager, and take over the follow up of the city when the infrastructure assignment ends.
5. Validate the circulation and access plans for teams, match officials, media, VIP and spectators, in line with the Stadium Access Document.
6. Follow the installation and fit out of the overlay and temporary areas, including the functional area offices, media centre, TV compound and doping control station.
7. Confirm that power and backup generators, fire safety, water and ICT have been tested and are working at each venue.
8. Prepare and deliver the test matches in the city together with the General Coordinator, and make sure the lessons are acted on before the tournament.

9. Receive each venue at the end of the construction phase and hand it over to the venue operations team led by the General Coordinator before the tournament.
10. Identify risks and delays early, and refer to the Host Country Manager anything that needs a CAF decision.

During the tournament

1. Run the daily coordination meeting of the city operation and record the decisions taken.
2. Support the General Coordinator on match day on everything outside the field of play and the competition area: the match day checklist, coordination with security from the VOC, and the flow of VIP and VVIP guests with Protocol.
3. Implement the venue emergency plan in case of an incident, under the authority of the General Coordinator and in line with CAF protocols.
4. Submit daily and post match reports to the General Coordinator, and a final report to CAF within two weeks of the venue closing.

What this role does not do

1. He does not take decisions on match operations. During the tournament the General Coordinator is CAF's decision maker at the stadium.
2. He does not manage OR recruit the LOC competitions team. That is the LOC Competitions Manager, supported by CAF Venue Operations.
3. He does not issue technical or construction instructions. These remain with CAF Infrastructure.
4. He does not verify construction progress or technical compliance. This remains with the CAF Infrastructure Venue Manager for the country, whose reports he uses.

Profile

1. Mandatory: experience managing a venue or a host city at a CAF, FIFA or other international football tournament.
2. Mandatory: proven ability to coordinate several functional areas and external authorities at the same time.
3. Preferred: experience of CHAN 2024 or of tournaments in East Africa.
4. Language: English required. French is an advantage.

APPLICATION

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