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## ADMINISTRATIVE & OPERATIONS OFFICER

Ready to lead a new era in African football?

You believe you have the educational background and professional experience to elevate the organization to the highest international standards? CAF is looking to recruit an **Administrative & Operations Officer**.

### Responsibilities:

- Provide full daily secretarial and administrative support to the GS Office Team.
- Assist in drafting and managing correspondences, taking minutes if needed, maintaining electronic records and files of all required documentation in the CAF SharePoint, and coordinating calendars.
- Assist in managing communication flow with CAF divisions and external stakeholders.
- Liaise with the Guest Management Team on hospitality, VIP protocol, and GS Office guest arrangements.
- Assist in organizing and coordinating meetings and events, including room setup, documentation and calendar management.
- Welcome, assist, and coordinate arrangements for visitors, delegations, and high-profile guests from the GS Office.
- Assist with travel and logistics for the GS Office team: flights, visas, accommodation, and transportation.
- Liaison with the Transportation manager in the Services team.
- Develop concise organization plans listing all stadiums, distance matrix (km & avg travel times) between designated hotels, airports, and stadiums, during competitions.
- Manage office operations: supplies, equipment, mail registration, CAF Directory, and official gifts.
- In charge of the GS Office setup and dismantling at host venues during major CAF competitions and events.
- Perform additional tasks as required to ensure smooth operation of the office.



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### Requirements (Profile):

- Bachelor's degree in business administration, management or equivalent.
- Minimum of 3 years' professional experience in a similar role.
- Demonstrated reliability, commitment to quality, and ability to set a positive example.
- Fluency in French and English is a must. Arabic or Portuguese is an advantage.
- Proficient computer skills, including Microsoft Office (Outlook essential; Excel, Word, PowerPoint, Teams).
- Strong organizational skills with the ability to work under pressure and meet deadlines.
- Proactive, accountable, and committed to high levels of integrity.
- Team-oriented, adaptable, flexible, patient, and resilient.
- Excellent interpersonal skills to engage with visitors and high-level guests.
- Willingness and availability to travel as required.

### We offer:

- An interesting and varied job in an exciting and innovative international organization.
- Attractive employment conditions.
- The opportunity to be part of a highly committed international team.
- Quality social security coverage.
- An excellent pension schemes.

The position will be based at CAF headquarters in Cairo, Egypt. Only qualified applicants will be considered for employment without regard to gender, race, age, skin colour, nationality, religion, sexual orientation, or on any other grounds.

If you have the necessary qualifications and are keen to work for a top international sporting organization, submit your application in English (Motivation Letter, CV, Diplomas, and Reference Letters).

Only direct applications who meet all the required criteria will receive consideration, please send your C.V. to [careers@cafonline.com](mailto:careers@cafonline.com)

**Application deadline 10/12/2025**