

EXECUTIVE ASSISTANT - GS OFFICE

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 **Executive Assistant – General Secretary Office**.

Responsibilities:

- Provide comprehensive secretarial support to the CAF General Secretariat by drafting, reviewing, and managing correspondences, preparing official documents, taking accurate minutes of meetings, and ensuring proper filing and record management.
- Manage and organize the General Secretary's calendars, appointments and coordinate meetings.
- Make all necessary travel arrangements, including booking flights, accommodations, creating itineraries, transportation and visas with the support of other Divisions.
- Handle confidential and sensitive information with discretion.
- Serve as the focal point for internal and external communication related to the General Secretary and Facilitate effective information flow between divisions and stakeholders.
- Prepare and submit monthly expenses.
- Supervise and support the Administrative Officer within the GS Office.
- Collaborate closely with the Guest Management Team to ensure proper coordination of visits and events. Continuously develop and improve the structure and functioning of the GS Administration Office.
- Implement streamlined procedures to enhance efficiency, coordination, and service delivery.
- Assist with and coordinate special projects and ad-hoc requests from the General Secretary.
- Follow up on projects and tasks assigned by the General Secretary to various divisions. Monitor progress and ensure timely execution of deliverables. Ensure smooth operations around the General Secretary by proactively anticipating needs.
- Contribute to the professional image and effective functioning of the CAF GS Office.

Requirements (Profile):

- Bachelor's degree in business administration, Management, or equivalent.
- Additional studies in Football (ex: FIFA Masters, etc.) is an advantage.

- Minimum of 10 years' proven experience in executive or senior administrative support, preferably in an international or sports organization.
- Fluency in French and English (written and spoken) is essential. Command of Arabic and/or Portuguese would be an asset.
- Excellent organizational and multitasking abilities
- Ability to work in a fast-paced environment and adapt to changing priorities.
- Strong written and verbal communication skills.
- Detail-oriented with excellent problem-solving skills.
- Highly proactive, demonstrating strong accountability, integrity, and ownership in all tasks and responsibilities.
- Dependable and dedicated to delivering work of the highest quality, consistently meeting and exceeding established standards.
- Strong interpersonal skills, with the ability to interact confidently with senior executives and external stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Collaborative and adaptable professional, able to thrive in diverse environments with flexibility, patience, and resilience.
- Flexibility to travel frequently.

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

Application deadline 10/12/2025