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## HUMAN RESOURCES AND SERVICES DIRECTOR

Ready to score?

**You believe you have the educational background and professional experience to elevate the organization to the highest international standards? CAF is looking to recruit a **Human Resources and Services Director**.**

### Responsibilities:

- Responsible for overseeing many of a business's daily activities, directing and coordinating actions across the HR, IT and Services departments.
- Implement Human Resources strategies aimed at diversifying and professionalizing CAF and elevate the organization to the highest international standards.
- Oversee various departments and can locate areas for improvement.
- Manage resources, along with developing, maintaining, and improving operational plans.
- Communicate effectively and establish credibility throughout the organization and with the General Secretary as an effective developer of solutions to business challenges.
- Provide direction to HR, IT and Services departments to keep the projects or operations on track.
- Supervise staff from different departments and provide constructive feedback.
- Evaluate regularly the efficiency of the procedures according to organizational objectives and apply improvements.
- Oversee the execution of contractual charges of outsourced service providers.
- Develop and maintain the organization's internal policies, rules, and procedures manuals.
- Ensure the organization's compliance with applicable health, building, and safety rules.
- Collaborate with other CAF departments to prepare and implement an annual administrative budget.
- Collaborate with management and staff to identify and deliver the required HR and administrative support.

### Requirements (profile):

- Master's degree in business administration, management, or related fields.
- 15+ years' experience in different HR and administrative functions at various levels, of which minimum 5 years as director in an international organization/corporation.
- Fluency in English (written and spoken); fluency in another official CAF language (French or Arabic) is a must.
- Proficient computer skills, including Microsoft Office as well as Enterprise Resource Planning (ERP).
- In-depth knowledge of developing Human Resources & Services functions.
- Strong level of proactivity with a strong sense of accountability and integrity.



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**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 direct applications meeting the required criteria will be considered, regardless of gender, age, and nationality.

**If you have the necessary qualifications and wish to work for a leading international sports organization, please submit your application in English or French to [careers@cafonline.com](mailto:careers@cafonline.com) (cover letter, CV, diplomas, and references).**

**Application deadline: 20/06/2022**