

---

## ADMINISTRATIVE MANAGER – 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 **Administrative Manager – GS Office**.

### Responsibilities:

- Fulfil secretarial duties, such as: writing correspondences, coordinating tasks, taking minutes, and managing files, planning of the calendar of meetings and travels.
- Prioritize and respond to all communications sent to the Office of the General Secretary in a timely manner, while ensuring that all relevant information is properly escalated, documented, and filed for future reference.
- Create and maintain databases as needed.
- Draft and finalize templates for various communications, in English and French, including but not limited to internal memos, external correspondences, and reports.
- Develop and implement policies and procedures to ensure that the Office operates efficiently and effectively.
- Work with the Head of GS Office to ensure that all communications with external stakeholders are handled professionally and in accordance with the organization's policies and procedures.
- Ensure that all external stakeholders are handled professionally and in accordance with the organization's policies and procedures.
- Create weekly activity reports and other daily reports as required.
- Ensure follow-up with different divisions and independent functions to achieve timely completion of tasks and projects.
- Assist the Head of GS Office with any additional tasks necessary to deliver the organization's strategic and administrative objectives.
- Assist with translations, as necessary.
- Create communication templates, as necessary.

### Requirements (profile):

- Master's degree in Translation, Linguistics, Literature, Law, or a related field.
- Minimum 10 years of relevant experience in the same field.
- Previous administrative management experience, including but not limited to database management, drafting templates, policy development, and coordinating translation & editing projects, is a must.
- Previous experience in drafting, formatting, and reviewing Legal & Communication documents in French and English, is required.
- Fluent in both English & French spoken and written is a must. Command of Arabic is an advantage.
- Excellent communication skills.
- High level of proficiency with Microsoft Office and other modern IT tools.

### 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 in CAF Headquarters – 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 28/07/2023**