**COMPETITIONS MANAGER**

The Western Zone B is recruiting a Competitions Manager.

1. **Key Responsibilities :**

* Manage the competition calendar and ensure the complete delivery of all competitions.
* Organize post-game and post-competition information sessions to ensure knowledge transfer.
* Schedule of match day operations and ensure that the running order is strictly adhered to.
* Ensure that general administrative requirements for General Coordinators are met by facilitating workshops and developing tools for competition management.
* Ensure that pre-game committee meetings and inter-divisional and inter-departmental coordination meetings are held and properly documented.
* Ensure that each competition is conducted according to CAF rules, in accordance with CAF guidelines.
* Make sure the CMS is updated with all competition information before all competitions.
* Training and development of match officials.
* Ensure that all assets are protected and used responsibly at all competitions.
* Ensure that all administrative and technical activities of all competitions are duly completed without a hitch
* Protect the property and assets of the Zonal Union at all times.
* Collaborate with the Executive Director and key stakeholders to ensure the smooth running of all competitions.

1. **Profile:**

**Education**

* University degree in Business Administration or equivalent.
* A certificate or diploma in sports management is a plus.

**Professional experience**

* At least 5 years of experience in managing football/other sporting events, managing competitions or related matters.
* Excellent understanding of areas related to competition management such as match operations, tournament/event management, communication between teams and officials and the resulting relationships.

**Business know-how and IT skills:**

* Experience in the administration and successful implementation of football projects/programs;
* Proper use of MS products (Word, Excel, PPT, Visio),
* Experience working in a football-related environment (e.g. club, league, federation);
* Knowledge of the African football industry and environment.

**Competencies and characterstics**

* Autonomous and able to manage their own workload;
* Good communicator;
* Able to quickly establish trust and a good working relationship with key people inside and outside the Zonal Union;
* Intercultural competences;
* Organized and methodical with strong project management abilities
* Long-term planning and coordination skills;
* Diligent in the work and determined to overcome obstacles to succeed
* Driven by a sense of service and able to understand the needs of the organization;
* Shows commitment to quality and results
* Resistant to stress ;
* Competent in terms of networking and interpersonal skills, allowing regular contact with CAF management and staff;
* Feels comfortable working in a fast-paced environment
* Adapts to situations with a willingness to meet challenges and achieve results.

**Language skills:** English, French, others.

**C) Advantages:**

* 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;

**Place of Service**: Abidjan, Côte d’Ivoire

**Contract Duration**: Unlimited

If you have the necessary qualifications and would like to work for an international sports organisation, submit your application in French and/or English (cover letter, CV and diplomas). Only direct applications that meet all the required criteria will be considered.

Please send your application to the following address [careers@cafonline.com](mailto:careers@cafonline.com)

Deadline for applications : **December 15, 2023**