



West Zone B

COMPETITIONS MANAGER

The Western Zone B (WAFU B) is recruiting a Competitions Manager.

A) 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.

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B) 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 characteristics

- 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 ;

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- 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

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 contacte@ufoawafub.com

Deadline for applications : **September 30th, 2024**

Email: contact@ufoawafub.com