



ASSOCIATION DES COMITES NATIONAUX OLYMPIQUES D'AFRIQUE (A.C.N.O.A)  
ASSOCIATION OF NATIONAL OLYMPIC COMMITTEES OF AFRICA (A.N.O.C.A)

## RECRUITMENT NOTICE

The Association of National Olympic Committees of Africa (ANOCA) based in Abuja, Nigeria, is recruiting new staff for the following position:

- **Head of Administration (Reference ANOCA / HR / HOA / 003/2022)**

### **OBJECTIVE**

This recruitment (new position) is part of the restructuring of ANOCA Administration and its professionalisation. The head of administration will work under the direct supervision and responsibility of the Secretary General and will report regularly to the President and / or Executive Committee. He / She will be responsible for the setting up of the **Administrative Department** and making it functional.

This appointment also aims at strengthening the principle of good governance and separation of powers within the organisation.

### **PLACE OF WORK**

The successful candidate will work at the ANOCA headquarters located in Abuja, Nigeria

### **JOB DESCRIPTIONS**

The complete job descriptions of the positions offered are available on the ANOCA website by following the link <https://africaolympic.com/en/recruitment/>

### **APPLICATION FILE**

When submitting their applications, candidates must provide:

- A cover letter not exceeding one page, signed and dated (in PDF)
- A CV of no more than three pages (in PDF)
- The contact information of two references

### **SUBMISSION LANGUAGE**

All documents must be submitted in French or in English

### **ADDRESS TO BE USED FOR SUBMISSIONS**

Applications should be sent only in electronic format and to: [info@africaolympic.org](mailto:info@africaolympic.org)

Candidates who have not received acknowledgment of their applications at the closing date must notify ANOCA at [info@africaolympic.org](mailto:info@africaolympic.org)

When submitting, candidates must specify in the subject's area of the email: the position that they are applying for (in this case - **Reference ANOCA / HR / HOA / 003/2022**).

### **DEADLINE**

The deadline for receiving applications is **Monday, 18 April 2022 at 17h00 GMT**

**N.B.:** Outside standard acknowledgment of receipt for applications received, only candidates selected for interviews will be notified on the fate of their applications.