CALL FOR APPLICATIONS FOR THE POSITION OF FLEET AND PROPERTY MANAGEMENT OFFICER AT ACMS

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Fleet and Property Management Officer (M/F).

Within the scope of fleet administration, the successful candidate will be responsible for: proper fleet management, administrative follow-up of vehicles, maintenance and care of vehicles and fuel supply.

As concerns property, he/she will be responsible for the management of all ACMS office and residence leases, maintenance and updating of the fixed assets file, and management of Global Damage and Civil Liability insurance policies.

ACMS is affiliated to the Populations Services International (PSI) network. PSI is a world-renowned health organization whose programs target malaria, mother and child survival, HIV, reproductive health and family planning.

Duty station: Yaoundé
Type of contract: Fixed-term contract
Date of assumption of duty: August 2019
Position level: 9th category, level A of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the supervision of the Senior Coordinator of Administration, the Fleet and Property Management Officer will have the following main responsibilities:

R1: Management of all property and ACMS leases

- Ensure the updating (labeling, transfer, discarding...) of the database of fixed assets;
- Prepare and monitor the completion of annual inventories by PSI and that carried out by an independent firm;
- Manage asset transactions in accordance with PSI's Asset Management Policy and donor requirements;
- Keep and manage with due diligence all access keys to headquarter offices and individual homes and ensure such management in regions;
- Monitor insurance operations: global damage and civil liability (management of incident files, follow-up of claim processing files);
- Organize and ensure the maintenance, hygiene and cleanliness of headquarter premises;
- Identify plumbing and office maintenance breakdowns, initiate repair requests and monitor the progress of repair works to completion;
- Ensure the management and updating of the lease register (renewal, tax charges, registration);

R2: Administrative follow-up, maintenance and care of ACMS vehicles.

- Coordinate fleet maintenance, care and repair activities;
- Implement the fuel management policy (checking of consumption, supply...);
• Ensure that all actors comply with the fleet and fuel management procedures manual;
• Validate fleet related invoices and payments and produce a monthly report of expenses;
• Produce periodic fleet management reports, interpret them and take corrective and disciplinary actions;
• Ensure fuel supply to vehicles
• Perform any other tasks assigned by hierarchy.

Qualifications skills and professional experience required
• Educational level: Bac (A-Level) + 3 in Logistics, Commercial Action, Management and Administration of Enterprises;
• Have at least three (3) years of professional experience in a similar position (Fleet and property management for non-profit organization);
• Have a strong analytical skills, well-honed sense of details;
• Be able to work under extreme deadline pressure;
• Have a perfect command of software (Word, Excel, power point);
• Be fluent in English or French and have sufficient mastery of the other language;
• Familiarity with social marketing and/or NGOs would be an asset.

Additional skills required:
• Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
• Be able to demonstrate skills in the management of human relations, communication and individual development;
• Have analytical and strategic thinking abilities as well as results-based management skills;
• Have a structured mind and good aptitudes in oral and written expression;
• Be dynamic, have a sense of innovation and be able to work under pressure and to be self-questioning;

Application file:
1) A motivation letter;
2) A detailed curriculum vitae (CV) following the form available for this purpose on the website; http://www.acms-cm.org;
3) Photocopies of required certificates;
4) A photocopy of a valid identification document;
5) Photocopies of documents attesting to the candidate's required experience.

Submission of files
The complete files should be submitted in an anonymous envelop with the mention: "Application for the position of ACMS Fleet and Property Management Officer"

1. At ACMS headquarters in Yaounde located at Dragages in the Mbella II neighborhood. Tel/Fax: 222 20 92 24
2. At the regional office in Garoua located at quartier route aéroport, carrefour sept, next to the North regional highways and traffic police station Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 655 82 84 84 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 693 42 25 57
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79 / 691 60 26 98

NOTE: Deadline for submission of files: Wednesday, 3rd July 2019.

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaoundé, 19th June 2019

The Acting Executive Director

Annie Michele MABALLY