CALL FOR APPLICATIONS FOR THE POSITION OF SENIOR DISTRIBUTION AND COMMUNICATION COORDINATOR

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Senior Distribution and Communication Coordinator (M/F) for its service needs.

The successful candidate will be responsible for the management of all the teams placed under his/her authority in order to achieve the quantitative distribution objectives of the products of all ACMS projects. He/she will also be responsible for designing and implementing a winning strategy to achieve his/her assigned quantitative objectives for the distribution of all ACMS products on the one hand, and designing and implementing the communication strategy for the various projects of the platform on the other.

Duty station: Yaounde
Type of contract: Fixed-term Contract
Date of assumption of duty: February 2019
Position level: 11th category, level C of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the supervision of the Marketing and Distribution Director, the Senior Distribution and Communication Coordinator will have the following main responsibilities:

1 – As Distribution Manager

- Draw up the appropriate distribution strategy for each program/product in order to achieve quantitative objectives.
- Ensure leadership of the Marketing and Communication Plan development workshops;
- Set up a marketing plan monitoring program for each project/program;
- Develop our market share and ensure the distribution growth of our products in terms of volume and value;
- Ensure reporting of the distribution activity of all ACMS products and propose strategies to improve performance indicators;
- Summarize all competitive intelligence reports submitted by field agents and produce a consolidated report;
- Supervise, coordinate and evaluate the activities of Regional Distribution Managers;
- Validate and follow market and distribution network stimulation schedules;
- Assist Regional Sales Managers in coaching field teams in view of achieving ACMS' overall objectives;
- Ensure the effectiveness of interventions and cost recovery (COGS);
- Prepare and facilitate the Annual Conventions of distributors and the sales force;
• Support M&E teams in the collection of market indicators (TMA) and their exploitation in the development and positioning of our brands;
• Ensure real-time procurement planning as required by ACMS programs while minimizing the risk of running out of stock;
• Monitor the risks of product pre-emption and propose strategies to avoid them;
• Ensure the monitoring of project stock management in consultation with the procurement officer.

II – As Communication Manager
• Manage relations between ACMS and communication agencies, operational marketing agencies, Management and freelance agencies;
• Collaborate with program divisions in making proposals for annual ACMS product and service communication campaigns in line with Strategic Plan guidelines;
• Present and defend communication campaign guidelines and budgets;
• Cooperate with project teams in the brand development and monitoring process within ACMS;
• Manage, supervise and coach various project communication officer and/or managers.

Qualifications and professional experience required
• Hold a BAC (GCE-AL) + 5 in Marketing, Sales, Distribution or Business Studies;
• Have at least 10 (ten) years of professional experience in Marketing, Distribution or Sales and Communication in an agency or with an advertiser;
• Having a dual experience in sales and communication is essential for this position;
• Hold a category B driving license;
• Be fluent in English or French and have sufficient mastery of the other language;
• Have good computer knowledge.

Additional skills required:
• Excellent negotiation and persuasion skills;
• Good ability to build relationships and manage relations with clients and partners;
• Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
• Strong ability to take initiatives and work under pressure;
• Good team spirit and ability to manage people;
• Structured mind and good analytical and strategic thinking skills;
• Accustomed to handling figures and sensitive to details;
• Good speaking and writing skills;
• Have good public relations skills.
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) A photocopy of the required diploma;
4) A photocopy of a valid identification document;
5) Photocopies of documents justifying the candidate’s experience (Attestations of internship and employment, work certificate and/or any other document relating thereto);
6) A photocopy of the driving license.

Submission of files

The complete files should be submitted in an anonymous envelop with the mention: "Application for the position of Senior Distribution and Communication Coordinator at ACMS"

1. At ACMS headquarters in Yaounde located at Dragages in the Mballe II neighborhood. Tel/Fax: 222 20 92 24
2. At the Regional Office in Garoua located in the Marouaré neighborhood, behind the great mosque of Pompoué, 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 Ndögâti 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: Thursday, 31st January 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.

Yaounde, 20th December 2018

The Executive Director

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