CALL FOR APPLICATIONS FOR THE
POSITION OF REGIONAL SALES
MANAGER - ZONE I

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Regional Sales Manager - Zone I (M/F), in view of the implementation of phase 5 of the HIV-AIDS Prevention Project in Central Africa (PPSAC).

The successful candidate will be responsible for the quantitative and qualitative distribution of PPSAC products in the Littoral and Southwest regions. He/she will be responsible for setting up a winning strategy to achieve his/her assigned quantitative objectives for all PPSAC products and managing, on a daily basis, the team of Market Managers placed under his/her responsibility.

Duty station: Douala
Type of contract: Fixed-term contract
Date of assumption of duty: February 2019
Position level: 10th category, level C of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the technical supervision of the Senior Sales and Distribution Coordinator, and the administrative supervision of the Regional Manager-Zone I, the Regional Sales Manager-Zone I will have the following main responsibilities:

- Carry out prospection, promotion and sale of PPSAC products in general and *Prudence Plus* in particular among prospects and customers;
- Ensure the distribution of all PPSAC products, and *Prudence Plus* in particular, in the regions of his/her sales territory;
- Prospect, create and revitalize PPSAC products sales points in his/her area of operation;
- Develop our market share and ensure the distribution growth of our products in terms of volume and value;
- Collect orders from wholesalers and semi-wholesalers and supply them in order to prevent stockouts at all levels;
- Collect payments from wholesalers and semi-wholesalers and deposit all such amounts collected into ACMS accounts;
- Ensure quality monitoring of our relationship with wholesalers and semi-wholesalers;
- Ensure reporting of the distribution activity in his/her sales territory and propose strategies to improve performance indicators;
- Ensure permanent competitive intelligence on his/her territory by reporting his/her technical supervisor (Senior Sales and Distribution Coordinator) and Administrative Supervisor (Regional Manager) all relevant information collected in the field;
- Draft and share his/her weekly, monthly, quarterly and annual activity and visit reports to his/her supervisors;
- Distribute communication materials to customers and prospects, make sure they are available at sale points and resupply when needed;
- Ensure the achievement of his/her assigned quantitative and qualitative objectives;
- Manage and coach market managers placed under his/her authority in his/her regions of operation;
- Maintain confidentiality over ACMS information;
- Carry out any other task requested by the supervisor within the framework of his/her service delivery.

Qualifications and professional experience required
- Hold a BAC (GCE-AL) + 4/5 in Marketing, Sales, Distribution Business Studies;
- Have at least 5 (three) years of professional experience in Distribution or Sales and the management of a market or sales territory;
- 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 Regional Sales Manager at ACMS"

1. At ACMS headquarters in Yaounde located at Dragages in the Mballa 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 Poupouré, 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: 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

[Signature]

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