CALL FOR APPLICATIONS FOR THE POSITION OF CASHIER AT THE ACMS OFFICE IN DOUALA

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Cashier (M/F) for the ACMS Office in Douala.

The successful candidate will have as role to ensure the administrative management, the management of funds within the region including petty cash, bank, sales, purchasing management, in strict compliance with the manual procedures in force.

ACMS is a network member of Population Services International (PSI). PSI is a globally-renowned health organization with programs targeting malaria, child survival, HIV and reproductive health.

Duty station: Douala
Type of contract: 2 (two) years fixed-term (CDD) with open-ended (CDI) renewal option
Date of assumption of duty: October 2018
Position level: 8th category, level B of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the Administrative supervision of the Zone 1 Regional Manager and Technical supervision of the Coordinator of Accounting, the Cashier of the Office in Douala will have the following missions:

R1: Insuring petty cash operations
- Carry out petty cash expenses in DOUALA;
- Make cash withdrawals in the bank to exclusively replenish the petty cash;
- Keep a cash and bank book;
- Ensure the continuous implementation of ACMS accounting procedures on petty cash management;
- Ensure the implementation of audit recommendations on ACMS cash management.

R2: Monitoring the proper management of office supplies and fuel vouchers
- Manage DOUALA office supplies, including stock tracking of sales documents;
- Manage the fuel vouchers and Tom Card of the Office in DOUALA;
- Ensure real-time provision of supplies and fuel vouchers.

R4: Ensuring the shipments of funds
- Send cash advances to promoters, radio and newspaper team;
- Ensure bank disbursement and shipments of funds;
- Make specific payments;
R5: **Processing of sales**
- Collect proceeds from the sale of products and make deposits in dedicated bank accounts within prescribed deadlines;
- Prepare invoices, receipts and remittance slips for timely submission to the accounts department.

R6: **Other responsibilities**
- Periodically assist the accountant in his/her work;
- Carry out the filing and recording of received documents;
- Prepare monthly filling elements for sales and receipts tables to be submitted to the accountant for verification and transmission to the headquarters;
- Draft the various monthly, quarterly and annual reports of his/her activities;
- Perform all other duties related to his/her activities as assigned by hierarchy.

**Qualifications and professional experience required**
- Be of Cameroonian nationality or be authorized to work in Cameroon;
- Hold at least a Bac + 2 (GCE A-Level +2) in accounting, management or finance (BTS, DUT, DEUG);
- Have at least 2 (two) years of professional experience, with at least 1 (one) year, as Senior Cashier or Accountant, in a company comparable to ACMS in size;
- Be fluent in French and/or English and have sufficient mastery of the other language;
- Have a good command of computer tools and software (Word, PowerPoint, Excel);
- Familiarity with social marketing and/or NGOs would be an asset;
- Be of good character, upright, available and honest;
- Be able to plan and organize his/her daily work.

**Additional skills required:**
- Be able to work under pressure and in a team;
- Have the ability to maintain working relationships in a multicultural and multi-ethnic environment while being sensitive and respectful of diversity;
- Be creative and innovative in his/her work and demonstrate his/her sense of integrity;
- Be able to demonstrate skills in the management of human relations and communication;
- Have analytical and thinking abilities and results-based management skills;
- Have a structured mind and good aptitudes in oral and written expression.

**Application file:**
1. A motivation letter addressed to the Executive Director of ACMS;
2. A 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 the valid National Identity Card or any other authorized identification document;

5. A certificate of non-conviction not more than three months old;

6. Photocopies of documents justifying the candidate's experience (Attestations of internship and employment, work certificate and/or any other document relating thereto);

Submission of files
The complete files should be submitted in an anonymous envelop with the mention: "Application for the position of Cashier at ACMS DOUALA"

1. At ACMS headquarters in Yaounde located at Drages 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 Poumpouré, Tel: 222 27 20 02

3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 656 23 93 04 / 656 20 03 12

4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 694 53 54 03

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.

NB: Deadline for submission of files: Friday, 17th August 2018

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, 18 July 2018

The Executive Director

[Signature]

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