CALL FOR APPLICATIONS FOR THE POSITION OF HUMAN RESOURCES OFFICER

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Human Resources Officer (M/F) for its service needs.

The successful candidate will provide support in achieving the objectives of the platform in terms of Human Resources management and will ensure the implementation of the Human Resources Management policy of the platform, while focusing on innovation, process analysis and proposal of improvement measures.

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

Duty station: Yaoundé
Type of contract: Fixed-term contract
Date of assumption of duty: October 2018
Position level: 9th category, level D of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the supervision of the Senior Coordinator in charge of Human Resources, the Human Resources Officer will have the following main responsibilities:

R1- Recruitment management
1. Manage platform recruitments in accordance with the procedure in force;
2. Organize the induction and orientation of new recruits (HR procedures and tools, check list);
3. Prepare employment contracts and monitor their implementation;
4. Ensure the selection of trainees of the platform.

R2- Administrative staff management
1. Participate in the elaboration and implementation of disciplinary measures taken against staff members by the hierarchy or Management;
2. Keep personnel files up-to-date, carry out classification according to nomenclature and notify in case of insufficiency;
3. Ensure the drafting of administrative correspondence in the service;
4. Ensure that formalities are complied with in case of departure of an employee;
5. Liaise with CNPS and the Labor Administration;
6. Implement staff motivation activities in order to create a good social environment;
7. Maintain a database of all employees and provide adequate information as needed in order to secure an objective basis for personnel management decisions;
8. Ensure strict compliance with laws, regulations, procedures, rules of procedure, staff regulations, code of conduct;
9. Monitor staff promotion and reclassifications;
10. Declare the workforce at the end of each year;
11. Ensure health insurance and individual accident management.

R3- Compensation management
1. Contribute to the collection and processing of pay items;
2. Ensure the updating of daily staff time sheets.

R4- Performance management
1. Check that staff evaluations are carried out on time and that their classification is done adequately;
2. Check that courses on ethics, safety and security are effectiveness taken by all staff (Prepare semi-annual reports for the Management);
3. Verify the classification of each employee's evaluations and MBOs in the personnel file
4. Ensure that each employee has an up-to-date and quality job description;

R5- Human Resources management policy
1. Maintain communication between regional offices and headquarters on Human Resources management issues;
2. Ensure that management and personnel development policies designed by ACMS comply with the legislation in force;
3. Ensure that the human resources management manual is up-to-date with regard to ACMS policies, the legislation in force in Cameroon and that it is widely disseminated among the staff;
4. Conduct ad hoc training on ACMS legislation and policies as needed;
5. Monitor and update ACMS policies and procedures related to human resources management;
6. Ensure legislative oversight;

R6- Participation in ACMS audit management
1. Contribute to the management of Resource audits, tax and social controls, workforce, and the implementation of recommendations related thereto;

R7- Checking of reporting and archiving
1. Produce weekly WPs;
2. Ensure the production of monthly and annual social reports as well as dashboards useful for Human Resources management;
3. Ensure the filing and electronic archiving of incoming and outgoing mail;
4. Ensure document management and the systematic, classical and electronic archiving of all documentation related to Human Resources Administration;
5. Prepare a monthly report of activities.

R8- Other responsibilities
1. Perform other duties as assigned by hierarchy;
2. Move around each office quarterly to provide outreach support to employees.

Qualifications and professional experience required
- Be of Cameroonian nationality
- Hold at least a Bachelor's degree in Human Resources Management or a Bachelor's degree in Law/Management associated with a diploma in Human Resources Management.
- Have at least 4 (four) years of professional experience including 2 (two) years in a similar position in the Human Resources department of a development organization, NGO, project or large-scale company.
- Have a good command of the English language and be able to translate documents from French to English;
- Relevant experience in an international NGO will be an asset.
- Have knowledge and practical experience in areas such as: contract law, labor law, social and administrative litigation management;
- Have audit management skills to be able to respond to various ACMS audit recommendations and to improve operations accordingly.

Skills and Values

- Have good public relations and organizational skills;
- Have a strong sense of confidentiality, honesty/integrity 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 employee development;
- Have analytical and strategic thinking abilities and results-based management skills;
- Have a structured mind and good aptitudes in oral and written expression;
- Be willing to work under pressure and be self-questioning;
- Be skilled at building synergies in the structure; be proactive, capable of giving structured suggestions and working in a team as well as in a transversal manner with other services;

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-em.org](http://www.acms-em.org);
3) A photocopy of the required diploma;
4) A photocopy of the valid National Identity Card;
5) 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 Human Resources Officer at ACMS Yaounde"
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 Poumpouré, Tel: 222 27 20 02

3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 655 82 84 84 / 660 52 20 55

4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 693 22 75 56

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, 18th July 2018

The Executive Director

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