

CALL FOR APPLICATIONS FOR THE POSITION OF MARKET MANAGER (8 POSITIONS)

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit 8 (eight) Market Managers (M/F) for its service needs.

The successful candidate will be responsible for the quantitative and qualitative distribution of PPSAC (HIV-AIDS Prevention Project in Central Africa) products across the territory assigned to him/her. He/she will also be responsible for implementing the ACMS-defined strategy to achieve his/her set quantitative targets for all PPSAC products. For this purpose, he/she will have to manage relations with wholesalers, semi-wholesalers and retailers of his/her market on a daily basis.

Duty station: Bamenda, Douala, Garoua, Ebolowa, Buea, NGaoundere and Yaounde

Type of contract: Fixed-term contract

Date of assumption of duty: February 2019

Position level: 7th category, level E of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the supervision of the Regional Sales Manager, the Market Manager will have the following main responsibilities:

I – As the person in charge of a service vehicle:

- Accompany other non-driver Market Managers in the commercial coverage of their markets or areas of operation.
- Drive the Association's vehicles in urban and rural areas within the framework of organized missions;
- Carry out a regular inspection and diagnosis of the vehicle placed at under his/her responsibility;
- Carry out repairs for basic vehicle breakdowns;
- Monitor repair of the vehicle entrusted to an authorized garage;
- Keep and update a daily vehicle maintenance log book;
- Carefully manage the fuel put at his/her disposal;
- Fill out a refueling form in an orderly manner;
- Prepare mission reports and monthly reports;
- Carry out other assigned tasks within the scope of activities of the Driver-Market Manager Consultant.

II – As Market Manager proper:

- Introduce the Association's products to wholesalers and semi-wholesalers of his/her working area;
- Train wholesalers, semi-wholesalers and retailers of his/her working area on the proper use of the various products of the Association and the monitoring of their own sales and distribution networks,

Siège social
BP 14025 Yaoundé
Tél. : (237) 222 209 224
Tél. : (237) 222 219 419

Agence du Littoral
B.P. : 4989 Douala
Tél. : (237) 233 411 112

Agence du Nord-Ouest
B.P. : 863 Bamenda
Tél. : (237) 233 362 079

Agence du Nord
BP 858 GAROUA
Tél. : (237) 222 272 002

Sous-bureau de l'Adamaoua
Ngaoundéré
Tél. : (237) 242 007 7 94

Sous-bureau de
l'Extrême-Nord Maroua
Tél. : (237) 242 008 279

Sous-bureau de l'Ouest
Bafoussam
Tél. : (237) 222 209 224
Tél. : (237) 222 219 419

Email : cm_contact@acms-cm.org
www.acms-cm.org

- Provide the semi-wholesaler(s) and wholesaler(s) assigned to hi/her with the necessary support in terms of sales and motivation strategies;
- Each month in his/her area of operation, visit, create and revitalize a number of points-of-sale (POS) at least equal to the objective set by the Marketing Department. In carrying out his/her activities, the staff will focus on resupplying the distribution network of his area of operation. He/she will ensure the sale of male and female condoms to Consumer Points (Inns, Motels, Hotels), Filling Stations and Large Mid-Sized Outlets, Champions Lounges and all other points likely to distribute or sell Social Marketing products;
- Guarantee the perfect implementation of quality of service standards (product availability, product visibility on the shelves, respect of recommended price, remarkable presence of point-of-sale advertising material, absence of expired products on the shelves) for at least 80% of the POS in his/her area of operation;
- Improve the POS/1000 inhabitant ratio in his/her working area;
- Advise the listing of ACMS products among retailers and semi-wholesalers of your area of operation according to his/her assigned monthly objectives;
- Energize the distribution network each month through demand generation activities in his/her area of operation and local communities as follows:
 - Individual door-to-door outings in his/her city of residence;
 - 1 (one) weekly outing in the "Thursday team" with other promoters;
 - 1 (one) monthly street-marketing and night marketing session to boost sales of products in areas of low coverage;
- Ensure fluidity of the distribution network;
- Carry out a monthly reconciliation of his/her account, no later than the 28th of each month;
- Submit a monthly report of his/her activities, in the format in force, no later than the last working day of each month;
- Keep the consolidated and updated client file of all the channels for which you are responsible, with addresses and locations;
- Provide online periodic data on distribution network management.

Qualifications and professional experience required

- Hold a BAC (GCE-AL) + 2/3 in Marketing, Sales, Distribution or Business Studies;
- Have at least 3 (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;
- Accustomed to handling figures and sensitive to details;

- Good speaking and writing skills;
- Good team spirit.

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 Market Manager at ACMS, specifying the requested city"**

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 Poumpouré, 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


Godlove NTAW

