

CALL FOR APPLICATIONS FOR THE POSITION OF STORES ASSISTANT AT ACMS

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

Background and rationale

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

The successful candidate will have as main mission to contribute to maintaining the main store and ensuring that it meets regulatory standards.

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: Yaounde

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 A of tertiary sector II of the National Collective Agreement on Trade

Job Description

Under the supervision of the Senior Storekeeper, the Stores Assistant will have the following responsibilities:

I- SUPPORT TO SUPPLY OPERATIONS:

- Participate in the organization of the receipt of packages according to the planning transmitted by the Supply Officer;
- Review, with the senior storekeeper, the contents of each delivery;
- Participate in the preparation and shipment of customer orders and/or transfers to regions on the basis of purchase orders for authorized stocks;
- Support, when need arises, in tracking the supply of products.

II- PARTICIPATION IN THE STORAGE OF PRODUCTS

- Check product storage daily to ensure full compliance with PSI Minimum Global Storage Requirements and in accordance with the FEFO (first expired - first out) rule;
- Monitor and analyze daily temperatures and humidity levels in each store and submit monthly data to the Supply Coordinator;
- Participate in controlling the proper functioning of the cold chain for ethical products and inform hierarchy in case of problem identified;
- Transmit to the senior storekeeper information about events related to the storage conditions of products that occurred at the store.

III- MANAGEMENT OF STOCKS OF PACKAGING AND PROMOTIONAL MATERIAL PRODUCTS

- Support the senior storekeeper in stock management;
- Ensure the updating of stock cards and tools at each movement of stocks;
- Prepare for and participate in periodic store inventories with the senior storekeeper;
- Assist the senior storekeeper in the drafting of inventory reports;
- Assist the senior storekeeper in the preparation of monthly stock expiry and movement reports to be submitted to the Procurement Coordinator within required deadlines;
- Inform the senior storekeeper about events that occur in the store (e.g.: reaching of critical thresholds, arrival of products, alerts, etc.);
- Provide information relay to the senior storekeeper on any other event related to headquarter stores.

IV-PARTICIPATION IN STORE AND EQUIPMENT HYGIENE

- Organize and participate in store, product storage spaces, and equipment maintenance activities according to the schedule established by the senior storekeeper;
- Report to the senior storekeeper all observed data on the state of store facilities or equipment;
- Perform all other duties related to his/her activities.

Qualifications and professional experience required

- Be of Cameroonian nationality or be authorized to work in Cameroon;
- Holder of at least a **BAC+2 (GCE A-Level +2) in the following disciplines: logistics or supply chain management, accounting or management.**
- A training in stock or supply chain management would be an asset;
- Have at least **1 (one) year professional experience in a similar position;**
- Be fluent in French and/or English and have a mastery of the other language;
- Have a good command of computer tools and software: Office Word pack and especially Excel;
- A sound understanding of the NGO environment would be an asset.

Additional skills required:

- Have a sense of organization and responsibility;
- Demonstrate integrity, honesty and good character;
- Promote and defend integrity;
- Treat others with respect and dignity;
- Promote and defend organizational priorities.
- Be result and excellence-oriented.

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 Stores Assistant 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 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, 18th July 2018

The Executive Director



Godlove NTAW

