The World-Wide Fund for Nature (WWF) is one of the largest independent conservation organizations in the world. We are an international NGO committed to environmental protection active in almost 100 countries. WWF has been working in the Congo Basin in Central Africa since 1978. Our mission is to stop the environmental degradation in the world and build a future where humans live in harmony with nature.

In that context, we are looking for a dynamic and committed Logistics Assistant for the Jengu TNS Programme. The incumbent will act as backup for Programme’s logistics aspects, and provide general logistics support to the Programme.

**Location:** Mambélé, East Cameroon  
**Duration:** 02 years (renewable, depending on available fundings)  
**Grade:** A2

**Main responsibilities:**
- Assists the PAAO with administrative tasks, fuel consumption analysis, review of stock cards for consumables, review of replenishment report of fuel and consumables as assigned;
- Liaise with Park’s Administrative and Finance Unit to regularly update assets and materials donated to the Park;
- Assist in ensuring vehicles are managed according to WWF standards (Vehicle management procedure; 
- Assist in purchase, reception, dispatch, storage and all administrative related aspects.
- Perform other duties as required;

**What you need:**
**Required Qualifications**
- First degree in Administration, Management, Logistics & Transport; Finance or related field and/or professional certificate is required;
- At least one year of progressively professional experience in Administration/Logistics preferably in an international NGO;

**Required skills and competencies**
- Ability to analyse, prioritize and complete tasks with minimal supervision within strict deadlines;
- Excellent team player with good networking and interpersonal skills;
- Results oriented, delivers quality service and in a timely manner;
- Trustworthy: establishes a relation of trust with employees through openness, adherence to commitments and maintain confidentiality;
- Adherence to WWF’s values which are: Knowledgeable, Optimistic, Determined and Engaging.

Please consult the attached job description for more information on the position.

**How to apply?**
Email a cover letter and CV to recruit-cam@wwfcam.org  
The subject should read ASSL  
**Deadline for applications:** June 20th, 2017.  
**PLEASE Kindly note that only shortlisted candidates will be contacted.**  
**WWF is an equal opportunity employer and committed to having a diverse workforce!**