



together possible.

## The World Wide Fund for Nature (WWF) Cameroon Seeks a Logistics Intern

**Want to make a positive difference to the future of people and our one shared home, the Earth?**

**Working with WWF could be your opportunity of a lifetime:**

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

**What we do:**

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our country programme office in Cameroon, we are looking for a dynamic and committed Logistics Intern who will provide support to Finance & Administration Department activities.

**Reports to**

Logistics Officer

**Location**

Yaoundé, Cameroon

**Duration**

3 Months

**Mission of the Department:**

In a spirit of excellence, integrity and dedication, the Finance & Administration Department is committed to providing timely, accurate, clear and complete information and support for a high performing WWF Cameroon Program Office (CCPO) with efficient and effective Financial & Accounting operations, Logistics and IT services, systems, internal controls as well as a sound management of financial resources to delivering conservation activities and overall strategic plan.

**Major functions:**

Under the supervision of the Logistics Officer, provide support in vehicle management, procurement, insurance, travels/transport, archives, accordingly to procedures and policies applied in the WWF CCPO.

**Major duties:**

- Collect goods at vendor's places;
- Support the Logistics Officer in purchasing goods and services;
- Collect proformas and invoices, according to the needs of the office;
- Assists the logistics Officer with administrative tasks, fuel consumption analysis, review of stock cards for consumables, review of replenishment report of fuel and consumables as assigned;
- Collect information on car usage, to prepare cost recovery on different projects;
- At the request of the Logistics Officer, liaise with suppliers;
- Ensure that requisitions for services or material are duly approved before processing;
- Draw up purchase orders in the system, in line with the needs of the requestors;
- Prepare official/private car usage bills;
- Ensure data entry in the system to generate statistics;
- Prepare monthly statistical reports on office vehicles;
- Assist in the filing of travel documents per agencies or companies;
- Assist in Organizing logistics for meetings (focal point for venue bookings, etc...) and for workshops only in the city of Yaoundé;

- Liaises with users/customers in order to organize reception of goods;
- Assist in the monitoring of all processing logistics matters with the relevant interlocutors to ensure proper operation of the Cameroon Country Programme Office (CCPO);
- Help with the archives management of the Finances & Administration Department;
- Assists with hotel reservations for WWF staff and consultants as required by supervisors;
- Ensure that utility bills are reviewed and paid within date limit and follow-up on local service providers in domains like telephone, electricity, water, insurance, etc.;
- Perform other duties as required.

**Profile:**

**Required Qualifications**

- 2 / 3 years undergraduate level in Logistics;
- At least one year of progressive professional experience Logistics (in an international NGO).

**Required Skills and Competencies**

- Proficiency on travel and hotel reservations;
- Excellent organizational and prioritization competence with attention to detail;
- Proactive attitude and ability to take initiative and work independently;
- 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;
- Excellent computer software mastery especially Microsoft Excel, PowerPoint and Word;
- Ability to speak and write clearly and concisely in English and French;
- Adheres to WWF's brand values: Courage, Integrity, Respect and Collaboration

**Working Relationships:**

Internal – All WWF's CCPO/ROA staff members

External – Interacts with insurance companies, Suppliers...

This job advert covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

**How to apply:**

Apply through the Link : [https://cameroon.panda.org/apply\\_to\\_a\\_job/#](https://cameroon.panda.org/apply_to_a_job/#)

**Deadline for applications: 23<sup>rd</sup> May 2021.**

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted five (5) days after closing, consider your application unsuccessful.

*WWF is an equal opportunity employer and committed to having a diverse workforce*