



### **JOB ANNOUNCEMENT**

<b>Position:</b>	Logistics Assistant
<b>Reports to:</b>	Administration & Accountant Officer
<b>Location:</b>	Garoua (North Cameroon)
<b>Start date:</b>	March 2021
<b>Contract duration:</b>	01 year (eventually renewable)

#### **Organization Background:**

WCS has been present in Cameroon since 1988 and since that date has worked with the government of Cameroon for the creation of several protected areas and the training of many conservationist executives. Currently, the WCS Cameroon program is working on three main landscapes namely Takamanda-Mone Landscape, the Mbam & Djerem National Park, and the Binational Complex of National Parks of Bouba-Njidda (Cameroon) and of-Sena Oura (Chad)

The purpose of the assistant position is to assist in the day-to-day implementation of the logistic functions' responsibilities. Use action words such as conduct or assist for the position relevant responsibilities.

#### **Duties and responsibilities**

- Ensure that vehicles are used and maintained according to Logistics requirements and other WCS policies;
- Compile and submit the monthly vehicle utilization and carpool reports;
- Ensure the efficiency and effective utilization of the WCS fleet
- Ensure the proper management of the WCS fleet and maintenance of the WCS equipment including the safety and filing all the paper work for spare parts for vehicles & Generators
- Coordinate and facilitate timely reporting of eventualities of WCS' equipment like accidents and breakdowns;
- Responsible for the receipt, storage and dispatch of all assets including the regular update of the asset list
- Ensure that assets are tagged before being dispatched to the field;
- Assist the Administration & Accountant Officer with Physical Asset Counts
- Ensure that all vehicle records and reports including logbooks, accident report etc. are properly documented and filed;
- Ensure regular updated of the vehicle logbook and proper monitoring system of the fuel consumption
- Any other duty assigned by the supervisor

#### **Qualifications**

- At least 01year experience from working as logistic assistant or intern in a humanitarian/recovery context;
- Experience with inventory, asset and vehicle management;
- Experience with computers – Microsoft Office suite;
- Minimum of University degree in Logistics Management or related fields;

**Personal qualities**

- Context/ Specific skills, knowledge and experience;
- Proficiency in Microsoft Excel and Word;
- Attention to detail and accuracy;
- Fluency in English, knowledge of French is an advantage;
- Good knowledge of the North Cameroon context.

**How to apply:**

Interested candidates, who meets the above qualifications, should send their application letter and together with an updated CV with names and contact information of three references to: [wscameroon@wcs.org](mailto:wscameroon@wcs.org).

The subject should be: **Logistics Assistant BSB Yamoussa** before the **25<sup>th</sup> January 2021 at 4 pm (Central Africa time)**. The application received after the deadline will not be considered.

**Only shortlisted candidate will be contacted for the next stage of the recruitment process.**

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations