



AIMS-CAMEROON IS HIRING

JOB PROFILE: Facility and Logistics Assistant, AIMS-Cameroon Center, Limbe - Cameroon

The African Institute For Mathematical Sciences seeks to hire a Facility and Logistics assistant for a period of 2 years to give facility and logistics support to students personnel and stakeholders of the Center, take charge of the day-to-day logistics needs of all users of the Center, This will include the procurement of goods and services, facility, equipment, fleet maintenance, and a prompt response to staff and resident logistics and facility repair needs. This position will maintain close communication relationships with the technical team as well as operational and financial staff, as relevant, to engage as a member of the team, accept feedback, troubleshoot questions or problems, seek help and support as needed, and perform other duties as assigned.

RESPONSIBILITIES:

- Support the effective running of the day to day activities of the Centre by collaborating with other team members to role out plans for logistics support to staff and the institutions' stakeholders
- Assist in providing logistics support to users of AIMS as required
- Record complaints from students, staff, tutors, and lecturers and ensure that such complaints are duly addressed in a professional and courteous manner
- Refer daily to the daily task list and also complete ad-hoc tasks as requested by the Logistics Officer and Chief Operating Officer
- Assist the procurement officer in preparing specifications and obtaining quotations for goods and services
- Facilitate the preparation of logistics requisitions
- Maintain appropriate filing of logistics documents, assist in completing logistics online forms, and ensure that logistics files are kept up to date and accurate
- Facilitate assets count, tagging, and localization
- Prepare and submit regular reports from logistics-related activities and meetings
- Assist in the monitoring and production of monthly fuel consumption reports for vehicles and the Center's generator
- Assist in the completion of the AIMS-Cameroon monthly feeding statistics sheet



- Assist in carrying out and completing repair and maintenance works in all AIMS facilities as instructed by the supervisor
- Ensure that goods and services delivered to AIMS are properly received and take charge of all activities regarding shipments when need be.
- Collect data to identify cost-saving opportunities and improve efficiency
- Maintain compliance with all relevant laws, regulations, and company policies
- Assist with other duties as needed

COMPETENCIES AND OTHER REQUIREMENTS:

- Bachelor's degree in logistics, business studies, or a related field
- At least 01 year of experience in logistics, fleet management, or in a business-related field
- Experience with an NGO or donor-funded project will be an added advantage
- Proficiency in 3 or more computer applications, including word processing and spreadsheets
- Ability to lift heavy objects and work in a fast-paced environment
- Demonstrated organizational and communication skills to coordinate with staff from other units
- Ability to digest and adhere to the institution's policies and procedures
- Must be able to work within a cross cultural setting, negotiate diplomatically, and function well under pressure
- Detail-oriented and organized
- Willingness to travel within and out of Cameroon as required by the supervisor

Are You Ready to be Part of the Transformation of Mathematics Education in Cameroon?

Submit your letter of motivation, including salary expectations together with a detailed CV to: careers@aims-cameroon.org (Please quote "Facility and Logistics Assistant, AIMS-Cameroon" in the subject line). Applications will be accepted until **28 February 2023**.

Should no feedback be received from AIMS within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS-Cameroon reserves the right not to make an appointment at its sole discretion.