



Job Profile

Title	Facilities & Infrastructure Assistant
Reports to	The Chief Operating Officer (COO) of AIMS-Cameroon
Direct reports	None - works in close collaboration with the Centre President
Status	Full-time, fixed-term contract – 24 months, renewable
Location	Limbe, Cameroon
Application deadline	11 October 2026

1. About the Position

AIMS-Cameroon is seeking a **Facilities & Infrastructure Assistant** to support the Centre's infrastructure development, construction, facilities management, maintenance, and operational activities.

The successful candidate will work closely with the Chief Operating Officer, management team, contractors, suppliers, and relevant departments to support the planning, implementation, supervision, and maintenance of the Centre's buildings, sports facilities, and other infrastructure.

The position is particularly suited to a **Civil Engineer or related engineering professional** with practical experience in construction supervision, civil works, technical drawings, facility maintenance, and project coordination.

The role will provide an opportunity to gain broad professional experience across **infrastructure development, construction management, facilities management, and logistics**, while contributing directly to the development and improvement of AIMS-Cameroon's facilities.

2. Key Responsibilities

A. Infrastructure Development and Construction

- Support the planning, design, and implementation of infrastructure development and renovation projects.
- Prepare and review architectural, structural, and technical drawings using appropriate engineering software.
- Conduct technical assessments of buildings, infrastructure, and construction sites.
- Prepare measurements, bills of quantities, cost estimates, technical specifications, and other project documentation as required.
- Monitor construction activities to ensure compliance with approved designs, specifications, timelines, and quality standards.
- Supervise external wall painting and tiling works.



- Conduct regular site inspections and identify technical issues, risks, and potential corrective measures.
- Provide technical recommendations to management on construction and infrastructure-related matters.
- Monitor contractors and workers and follow up on the progress and quality of works.
- Prepare project progress reports and maintain accurate records of construction activities.

B. Sports Infrastructure Development

The Assistant will provide technical and coordination support for the **planned and phased development and improvement** of the Centre's sports facilities, in line with approved priorities and work plans.

Key areas:

- Football stadium and associated infrastructure.
- Basketball, handball, and volleyball courts.
- Swimming pool area.
- Drainage and supporting civil works.

Key responsibilities:

- Technical plans and drawings.
- Site preparation and civil works monitoring.
- Construction supervision and quality checks.
- Contractor and service provider follow-up.
- Progress monitoring and technical reporting.

C. Building Construction, Renovation and Maintenance

The Assistant will support **planned building projects and improvement works progressively, in accordance with approved work plans and priorities.**

Akoh House Improvement Works

- Tiling, painting, and general improvement works.
- Quality and workmanship checks.
- Defect identification and follow-up.

One-Floor Building Development

- Design concepts and technical drawings.
- Construction planning support.
- Construction monitoring and technical support.

Second Gatehouse and Sports Facility Toilets

- Design and technical drawings.
- Construction requirements and layout planning.
- Implementation monitoring.



External Students' Accommodation and the fence around the perimeter of AIMS land

- Planning and design support.
- Architectural and technical drawings.
- Construction and implementation monitoring.
- Supervise the construction of AIMS perimeter fencing by the appointed contractor.

D. Facilities Management and Maintenance

The Assistant will support the **progressive maintenance and improvement of Centre facilities in line with planned priorities.**

- Facility inspections and condition assessments.
- Maintenance and repair needs identification.
- Preventive maintenance planning and follow-up.
- Contractor and service provider coordination.
- Maintenance records and reporting.
- Facility safety, functionality, accessibility, and appearance improvements.

E. Logistics and Operational Support

The Assistant will support the **planned coordination of materials, equipment, and services required for construction, maintenance, and facility operations.**

- Materials and equipment planning.
- Inventory and asset monitoring.
- Technical specifications for procurement.
- Materials and equipment verification.
- Supplier, contractor, and technician coordination.
- Delivery and logistics follow-up.
- Procurement and asset records.

F. Documentation and Reporting

The Assistant will maintain **clear and timely documentation of activities implemented under approved plans.**

- Technical and inspection reports.
- Project and activity updates.
- Drawings, plans, specifications, and project records.
- Meeting participation and follow-up.
- Activity, deliverable, and issue tracking.
- Regular reporting to the Chief Operating Officer.
- Other related duties assigned by the COO.

3. Required Qualifications and Experience

Education



- Bachelor's degree in Civil Engineering, Construction Engineering, Building Engineering, or a closely related field.
- Professional training or certification in construction management, facilities management, project management, or a related field will be an advantage.

Experience

- Practical experience in construction supervision, civil works, building maintenance, or infrastructure development.
- Experience preparing or interpreting technical and engineering drawings.
- Experience conducting site inspections and monitoring contractors.
- Experience with quantity measurements, bills of quantities, or cost estimates is desirable.
- Experience in facilities management or logistics coordination will be an advantage.

4. Technical Skills

The successful candidate should have:

- Good knowledge of construction methods and civil engineering principles.
- Ability to read and prepare technical drawings.
- Familiarity with engineering/design software such as AutoCAD or equivalent.
- Knowledge of construction quality control and site safety practices.
- Ability to conduct measurements and basic technical assessments.
- Good understanding of building maintenance and facility management.
- Good computer skills, including Microsoft Office or equivalent tools.
- Strong organizational and documentation skills.

5. Key Competencies

We are looking for a candidate who demonstrates:

- Strong problem-solving and analytical skills.
- Attention to detail and commitment to quality.
- Good communication and interpersonal skills.
- Ability to work effectively with contractors, suppliers, technicians, and colleagues.
- Ability to manage multiple activities and priorities.
- Initiative and willingness to take responsibility.
- Professional integrity and reliability.
- Ability to work independently while maintaining effective communication with management.
- Flexibility to work in both office and construction/site environments.

6. Working Conditions

The position is primarily based at the **AIMS-Cameroon Centre in Ngeme, Limbe**, but will require regular movement within the Centre's facilities and occasional travel to construction sites, project locations, contractor offices, suppliers, and when needed, other centres of the AIMS Network..

The position may occasionally require work outside normal working hours, including during construction activities, inspections, meetings, or other operational requirements.



7. How to Apply

Interested candidates should submit:

- A current CV;
- A cover letter outlining their relevant experience and interest in the position; and
- Copies of relevant academic and professional qualifications, including proof of membership of the National order of Civil Engineer.

Applications should be submitted to careers@aims-cameroon.org by **October 11, 2026**.

Please quote **“Facilities & Infrastructure Assistant”** in both the subject line and the body of your motivation letter. Applications will be accepted until **October 11, 2026**.

AIMS-Cameroon is an equal opportunity employer and warmly welcomes applications from qualified women.

Should you not receive feedback from AIMS-Cameroon within six weeks of your submission, please consider that your application has not been successful on this occasion. AIMS-Cameroon reserves the right not to make an appointment at its sole discretion.