

VACANCY ADVERT

Position: Operations and Logistics Assistant

Location: Bafoussam – West Region

Contract Duration: 6 Months Service Contract.

Grade: Level 4

Reports to: Regional Coordinator

Indirect Reports: Finance and Admin Officer

Supervises: N/A

Domain: Data Collection and Analysis

While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for Interviews.

Only applications with completed and signed [PSEA self-declaration forms](#) will be evaluated.

About Rhema Care.

Established in 2005 in Nigeria and after 15 years of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts, and lack of opportunities plaguing the developing world in general and the African continent in particular.

Our Drive

Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a holistic mission that combines social action with integral ministry and empowerment for the development of the total person. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods, and Protection amongst highly vulnerable populations and deprived communities.

Our Vision and Mission

We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, wellbeing, and livelihoods". We progressively achieve this through our community-centered, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

We are seeking talented young people to join our team of engaged and passionate members to continue in the vocation of impacting lives. If you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, then we would like to have you.

Overview of Role/Position.

To implement well-defined standard logistics/supply chain processes, assets and inventory management, and safety and security management activities to enable effective delivery of goods and services within Rhema Care operations in the relevant geographical jurisdiction.

The priority focus of the role will be on the quality and security of operations/services and the timeliness of deliverables which will require strong negotiating and bargaining power and mastery of the markets and operational environment.

Core Functions / Responsibilities

Vehicle and Fleet Management:

- 1. Ensure that vehicles are used and maintained according to Logistics Handbook and other Rhema Care policies.*
- 2. Ensure all drivers adhere to Rhema Care logistics and driver's procedures.*
- 3. Compile and submit monthly vehicle utilization and vehicle pool reports.*
- 4. Ensure that the Rhema Care fleet is utilized and optimized accordingly.*
- 5. Prepare requisitions for repairs and purchase of spare parts for vehicles & Generators.*
- 6. Coordinate and facilitate timely reporting of eventualities like accidents and breakdowns.*
- 7. Ensure that Rhema Care vehicles are equipped with the necessary documents and equipment including first aid kits and toolboxes.*
- 8. Ensure that all drivers fill movement logbook and that the logbook is signed by the passengers.*

Procurement, Assets and Inventory Management

- 9. Support procurement and other supply chain activities including market surveys and management of vendors*
- 10. Receive goods from vendors and provide signed Goods Received Notes in conformity with Rhema Care Procurement Policy*
- 11. Responsible for the receipt, storage, and dispatch of all assets and items from HQ Office ensuring that proper documentation is maintained for same.*
- 12. Liaise with different departments to improve performance and work efficiency.*
- 13. Ensure that assets are registered and tagged before being dispatched to the field.*
- 14. Prepare periodic Asset management reports and prepare stock reports on the inventory of Items in the store*
- 15. Ensure regular maintenance of office facility and equipment*

Security and Safety Management

- 16. Contribute to develop a safety and security culture within the organisation by addressing and helping staff to address safety and security related issues.*
- 17. Ensure that security planning becomes an integral part of day-to-day operations and is integrated into the development of future programs.*
- 18. Perform security risk assessments or evaluation missions to the field and regularly review safety and security procedures.*

19. *Ensure that staff are meeting minimum standards and complying with safety and security policies and procedures.*
20. *Assist in enhancing standards in relation to safety and security*
21. *Coordinate with Human Resources Manager/ Regional Coordinator to ensure field staff know how to identify safety and security risks in the region, how to protect against illness, injury and stress, and how to obtain proper support or medical treatment.*
22. *Work with administrative / logistics staff to ensure appropriate steps are taken to safeguard office premises, equipment and residential property (guards, locks, lighting, alarms, and fire equipment).*
23. *Develop a network of contacts among local actors including security operatives to facilitate Rhema Care work and enhance the security of its operations.*
24. *Represent Rhema Care and coordinate amongst all actors (state, non-state, military, UN, NGOs, INSO, etc.) on all matters pertaining to safety and security including facilitating access negotiation to project communities and sites*
25. *Organise and circulate relevant safety and security information to the staff and provide an opportunity for employees to voice Safety and/or Security-related concerns.*
26. *Contribute to the security of humanitarian community by share relevant security related information and ensure timely and accurate reporting of safety and security incidents.*
27. *Coordinate training in safety and security ensuring that staff have the necessary equipment and are trained accordingly.*
28. *Ensure that project proposals and operational plans budgets include safety and security plans.*
29. *Ensure that all incoming visitors receive a security briefing and information.*
30. *Ensure all staff understand and fulfil individual and collective responsibilities for safety and security.*
31. *Supervise and enforce (including reporting to HR for disciplinary action where necessary) compliance with safety and security standards and procedures.*
32. *Ensure that preparations are made to enable post incident counselling to be offered to staff who have been confronted to traumatic events.*
33. *Take the necessary measure to ensure post incident recovery and operation continuity.*
34. *Make the necessary arrangements to ensure resumption of critical processes, systems and operations (alternate worksites, office storage, and remote control).*
35. *Undertake any other related and relevant duties as may be assigned by the Regional Coordinator or the Finance and Admin Officer.*

Qualifications & Skills

Education:

- Minimum BAC/GCE A' level or OND Diploma in a relevant field including Business Management, Transport and Logistics Management, Economics, Security Management, and any other relevant studies, from an accredited academic university or institute.

Experience and Skills:

- Experience in a relevant position preferably within 2 years' experience from working as logistics assistant in a humanitarian and development context.
- Strong business acumen and a good command of knowledge of the local market trends

- Experience with inventory, asset, and vehicle management.
- Experience with computers – Microsoft Office pack (Excel, Word PowerPoint, Outlook, and Internet
- Previous experience working in complex and volatile contexts.

Behavioural Competencies

- Ability to internalize and abide by Rhema Care’s values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity;
- Possess Strong attention to detail and a critical and analytical mind.
- Must be a team player with mutual trust and understanding in a mixed team.
- Self-motivated, problem solver, and ready to work independently, under tight deadlines.
- Responds positively to critical feedback and differing points of view.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Ready to undertake all online relevant training in Operations and Logistics and obtain the certificate
- Promotes a work environment free of harassment, and retaliation, and fosters the prevention of sexual exploitation and abuse (PSEA).
- Capable of working under extreme pressure, ability to prioritize work and meet deadlines.
- Work prioritization and ability to multitask and ready to undertake extensive field visits

Good command of English and or French language with knowledge of the local language of your location being an added advantage.

How to Apply

Applicants should send a letter of application addressed to the HR Manager, Rhema Care Integrated Development Centre and their Updated CVs to hrm.cmr@rhemacare.org with the **Job Title and Location** as the subject line.

Deadline for submission of applications – **15th of March 2024.**

Female Candidates and Persons with Disability are strongly encouraged to apply.