



VACANCY ANNOUNCEMENT:

Job Title: Logistics and procurement Officer

Organization: Foundation for Inclusive Education (FIED). Non-profit organization

Location: Federal Quarters Buea, South West Region Cameroon

Job Type: Full-time

Job Description:

The Logistics Officer will be responsible for planning, coordinating, and implementing the logistics of Foundation for Inclusive Education (FIED) projects and programs. The successful candidate will have a strong background in logistics, with experience in supply chain management, transportation, and inventory management. The Logistics Officer will work closely with programs managers, project staff, and other stakeholders to ensure that goods and services are delivered efficiently and effectively.

Responsibilities:

- Develop and implement an effective Formal and Non-Formal Education activities within
- Plan and coordinate the logistics of projects and programs, including transportation, warehousing, and inventory management.
- Develop and manage budgets for logistics activities, ensuring that costs are controlled and expenses are accounted for.
- Coordinate with programs managers and project staff to ensure that logistical requirements are met, and that goods and services are delivered on time.
- Identify and resolve logistical issues, such as supply chain disruptions or transportation delays.
- Maintain accurate records of inventory, including tracking of goods in transit, stock levels, and movement of goods between locations.
- Develop and maintain relationships with suppliers, vendors, and other stakeholders to ensure efficient and cost-effective logistical operations.



Foundation for Inclusive Education (FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

- Collaborate with programs managers to develop logistical plans and strategies that support programs objectives.
- Ensure compliance with organizational policies and donor requirements related to logistics.

Requirements:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- At least 2 years of experience in logistics or supply chain management in a non-profit organization or similar setting.
- Strong analytical skills, with experience in budgeting, forecasting, and financial management.
- Excellent communication skills, with the ability to coordinate with programme managers, project staff, and other stakeholders.
- Experience with logistical software such as SAP, Microsoft Dynamics, or similar systems.
- Strong problem-solving skills, with the ability to identify and resolve logistical issues.
- Familiarity with donor requirements for logistics reporting.
- Fluency in English is mandatory. The mastery of French and other languages an added advantage.

What do we offer:

- Immediate incorporation in a young dynamic and passionate team.
- Immediate incorporation in a young dynamic and passionate team.
- You will become a procurement expert.
- You will acquire expertise in implementing projects at national level and be part of the draft of proposals under the coordination of senior experts in the organization.
- As soon as experience, willingness and motivation allow it, you will be able to coordinate the implementation of projects with large consortium of projects partners.
- You will be able to introduce to the team and develop and add to the ongoing workflow your own ideas, falling under the fields of expertise of the organization.
- Opportunity to grow professionally and personally in the organization to become a Senior logistic and procurement Officer. We offer you an ambitious career plan.
- Working hours are from 8 am until 4:30 pm from Monday to Friday.
- Holidays: 18 working days per year to be split during the year following company's policies.
- Subsistence costs covered during travel.
- Note that the wage will be discussed according to the candidate experience during the interview.

Selection process

P o Box 246: website: www.ffiedu.org Email: contact@ffiedu.org
facebook: [Foundation for Inclusive Education for all](https://www.facebook.com/FoundationforInclusiveEducation). Tel: +237 676118730/+237 692344113
NGO that promotes Inclusive Education, Peace and Social Justice in Cameroon.
Affiliated to the National Commission for Human Rights and Freedoms



Foundation for Inclusive Education (FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

The selection process will have 3 phases:

- Assessment of Applications.
- Round of Interviews.
- Final Decision.

Application Deadline

To apply, please, you can do it by writing directly to this function mailbox: admin@ffiedu.org and copy ebnzo2012@gmail.com before the **13th of September 2024**

Useful information

- Before applying, you should carefully check whether you meet all the eligibility criteria.
- We will not accept candidate that applies beyond the deadline.
- Applications must include a motivation letter (1 page limit) and a CV, both submitted in English OR in French to be considered.

Applications not submitted in one of these two languages will be excluded from the selection procedure.

Assessment of Applications:

If your profile is of interest for the job position, you will receive an invitation for an interview after the date of the application deadline. You will **NOT** be contacted if your application is not considered for the next phase. We look forward to receiving your application!

Nkegoah Ebenexer
Executive Director (F.I.E.D)

