

JOB VACANCY

Action Against Hunger – Cameroon

Actions Against Hunger is an International Non-Governmental Organization (NGO), apolitical, non-denominated and non-profit. For our operations in Cameroon, we are looking for:

DEPUTY FINANCE, LOGISTICS AND HR MANAGER

Base:	Buea (Southwestregion)
Number of positions:	01
Contract duration:	April 2026
Start date:	August 2025
Department :	Support (HR, Logistic & Finance)
Supervised by:	Field Manager
Functional Manager	HR HoD, Finance HoD, Logistic HoD
Location:	Kumba

I OBJECTIVE OF THE POSITION

Provide logistics, financial and HR support at base level in accordance with procedures laid down for the country operation and Action Against Hunger's guidelines for provision of the optimum support for the programmes.

II RESPONSIBILITIES

Mission 1 : Support in the area of activity

- Monitoring and analyzing logistical, financial and HR indicators in his/her zone;
 - Assessment of the logistical capacities of his/her zone;
 - Support to Program Managers in the assessment of their needs;
 - Participate in the flow of information and the management of professional relations with internal and external partners;
- Maintaining updates of the logistics capacity in his/her zone and planning accordingly;
 - Making available all logistical, financial and HR information needed for projects, training and others;
 - Organize, participate in and/or lead HR training sessions for teams;
 - Provide technical support in human resources management to managers;
 - Prepare HR files required in the event of audits and HR reports for local authorities;
 - Assess the quality of the logistics service of the Project by completing the "Fundamentals" form every quarter;
 - Prepare activities report of the support services in line with the frequencies established for the Mission (each month), and ensure that statistical data is regularly updated;
 - Receive possible requests and complaints from employees and inform the Field Coordinator;

- Participate in meetings with local authorities and national HR agencies (Labour Inspectorate, Employment Delegation, Insurance);
- Monitor relations with the NSIF, the DGT, etc.

Mission 2 : Implement and ensure the performance of the supply chain

- Ensuring conformity with AAH procedures at each stage of the supply chain;
 - Performance in respect of costs, quality and timeliness in the supply chain (purchasing, transport, stock) throughout his/her zone;
 - Advice, information and alerts on the processing of requests to the requesters;
 - Comprehensive knowledge of the market in his/her zone;
 - Timely and high quality reporting on his/her area of activity;
- Contributing to the Project Procurement Plan at the launch of new projects;
 - Monitoring the Supply Plan;
 - Establishing the Treasury Forecast;
 - Receiving and approving the Procurement Requests and updating the Procurement Follow-Up;
 - Putting in place and arranging for purchases in a timely manner and in accordance with the AAH procedures applying to each purchase (goods, tasks, services, premises);
 - Participates in the negotiation and selection process of suppliers;
 - Controlling deliveries to bases and programs;
 - Control stock management (storage conditions, reporting, expiry dates) and stock movements;
 - Collecting data on the market and local suppliers;
 - Regularly evaluate the storage areas used compared with the needs of the Project (volume, security, etc.); propose possible adaptations to the line manager (new premises, etc.).

Mission 3 : Implement and ensure the performance of facilities & fleet management

- Safety of the working and living environment;
 - Ensure optimal operation of fleet management, generators/other energy sources in the activity area;
 - Provision and maintenance of logistical equipment;
 - Security of logistical equipment, training and assistance to users;
 - Supervision of the building, rehabilitation and maintenance required for the functioning of the base and the living environment;
 - Provision and supervision of water and energy supplies to all buildings required for the functioning of the base and the living environment;
 - Timely and high quality reporting on his/her area of activity;
- Supervising the installation, maintenance and repair of logistical equipment;
 - Maintaining the equipment list at the base;
 - Assessing the needs for logistical equipment and ensuring proportional allocation;
 - Carrying out an inventory and reporting on the state of repairs of property on arrival and departure;
 - Supervision of the energy sources and vehicle fleet management : maintenance, planning, monitoring costs, administrative aspects (insurance, documentation);
Monitor the fuel consumption of vehicles and mechanical equipment (generators), and the use of spare parts.

Mission 4 : Ensure the performance of Information and Communication Technology and Network management

- The setting up and efficient operation of the means of communication (voice and data) in accordance with AAH standards;
- The security of both equipment and its users;
- Training and support to users;
- Rationalization of the costs of equipment utilization;

- Assistance to the Head of Logistics Department in the strategic choice of equipment;
 - Supervising the installation, maintenance and repair of equipment;
 - Maintaining the equipment list;
 - Assessing the needs for equipment and ensuring proportional allocation;
 - Ensuring that rules for the use of equipment are observed;
 - Ensure the installation and maintenance of functional office spaces and guesthouse facilities are in an adequate living condition and in accordance with AAH minimum standards and brand identity. Ensure the application of defined safety and security measures and make inspection visits to assess the rehabilitation needs of facilities;
 - Ensure that facilities have an appropriate IT and Communication infrastructure and equipment to sustain AAH software platforms and in line with policies and procedures;
 - Ensure the proper operation, use, maintenance and management of communication equipment (radio, HF, VHF, RBGAN, computers, etc.);
 - Pay daily visits to installations, updating regularly the line manager on possible anomalies or problems;
 - Assess the need for reparation and follow-up the small reparations by following the instructions given by the line manager and updating him regularly on the status;
Verify that the security norms are strictly followed in the premises (presence of extinguisher, electronic installations correctly grounded).

Mission 5 : Provide accounting services for the base

- Disseminating information about the accounting procedures of the unit and ensuring that these procedures are respected;
- The correctness of cash stocks and bank accounts;
- Timely forwarding of accounting information to the capital;
 - Monitors the amount of cash in bank, safe and cash box to avoid shortages;
 - Check the consistency between digital and physical cash balances;
 - Carry out the financial validation of the entire base's request for purchases in accordance with the financing plans communicated by the coordination ;
 - Verifying physical cash count.

Mission 6 : Managing cash

- Implementing the Cash Management procedures on the base and ensuring they are respected;
- The availability and safe keeping of the necessary cash;
- Authorising payment for purchases falling within the monthly forecast of his/her base.
 - Providing the Head of Finance Department with information concerning the circumstances of the base which may impact on the process of cash management;
 - Collecting and compiling monthly forecast of each department;
 - Approving the methods of payment of on-going contracts for the base and ensuring payment by the due date;
Informing the Head of Finance Department of any discrepancy between procurement requests and the monthly forecast.

Mission 7 : Provide Human Resources management

- Implementing and applying the mission's Human Resources policy at base level;
- Implementing the Human Resources procedures at base level and monitoring their application;
- Social dialogue at base level in collaboration with the Field manager and the Head of Human Resources Department;

- Supervising the management and monitoring of social benefits paid out at the unit (sickness benefits etc...);
- Monitoring the hours worked (holidays, overtime...), ensuring that guidelines are respected and keeping Managers and the Head of Human Resources Department informed;
- Supervising the recruitment of staff in accordance with procedures laid down at mission level;
- Contributing to the development of the training plan for local employees together with the Head of Human Resources Department and supervising its implementation;
- Ensuring that the individual assessment interviews for base staff take place according to the established timetable;
- Carrying out disciplinary proceedings and dealing with disputes at the base with the sanction of the Head of Human Resources Department;
- Dealing with staff representative : structuring and organising meetings, elections and other activities;
- Providing support to Managers in the resolution of Human Resources problems;
- Organize regular meetings with the entire team under his supervision, in order to share all information and problems, finding solutions if necessary.

Mission 8 : Manage the Logistics, Finance and HR teams in the base

- Day-to-day management of his/her team (guidance, follow-up, motivation);
- Evaluating the performance and developing the skills of his/her team members;
- Taking part in the recruitment of his/her teams;
- Organizing and leading team meetings;
- Working out and monitoring individual action plans for team members;
- Managing planning operations, task sharing and coordination of work;
- Providing for evaluation interviews for team members;
- Providing technical support to the teams;
- Identifying the training needs of team members;
- Devising, organizing and leading training sessions;
- Managing difficulties in the team.

III. QUALIFICATIONS AND EXPERIENCE:

- Higher diploma (GCE A level + 3/4 years university) in HR, economics, finance, logistics, administration or management sciences ;
- Strong experience in finance, logistics and HR management (at least 4 years) in a similar area or position.

IV. REQUIRED SKILLS :

- Team management;
- Sense of organization and management of priorities;
- Good analytical skills;
- Sense of diplomacy
- Strong sense of confidentiality;
- Good interpersonal skills;
- Good expression skills (oral and written);
- Mastery of management and IT tools (Word, Excel, PowerPoint);
- Skills in logistics management and purchasing procedures, negotiating, flexibility, resourcefulness, ability to work in a multi-disciplinary and multi-cultural environment, pro-active attitude, open-mindedness.

RECRUITEMENT PROCEDURE

Our recruitment procedure has 3 key steps:

- 1. A pre-selection on the basis of the files submitted (only candidates whose skills and experience matches with the profile are selected for the test) ;*
- 2. A technical written test;*
- 3. Interview.*

For each step, only selected candidates are contacted.

Applications (including a CV, a letter of motivation, and references) ***should be submitted ONLY via the following link:*** <https://forms.gle/KZPsnwFeHfxePnWK8>, ***quoting the job title and reference:*** **SW-HR-0725-001**

You can also access the link by phone by scanning the QR code :



Applications must be sent before Monday the 14th July 2025 at 5 :30 PM.

At the attention of: Head of Human resources department, Action Against Hunger Cameroon

Only selected candidates will be selected for tests and interview.

The candidate must:

- Commit to respecting and applying AAH's gender policy;*
- Integrate the gender approach into activities;*
- Contribute to a working environment that takes into account the specificities of each person and avoids all forms of discrimination.*

AAH believes that every person with whom it comes into contact, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect and exploitation. AAH will not tolerate abuse and exploitation by staff, related staff, partners or suppliers.

The employee must undergo at least one Safeguarding training, comply with AAH's Safeguarding-PSEA policy, enforce it and apply it for the duration of his/her contract.

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED

"AAH RECRUITMENT IS FREE OF CHARGE"

AAH WILL NEVER ASK FOR MONEY AS PART OF A RECRUITMENT PROCESS.