The World Wide Fund for Nature (WWF) Cameroon is looking for a Logistcian Intern

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be the opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable. WWF Network has moved to the development and the implementation of 9 Practices with Global Goals to be achieved.

For our Country Programme Office in Cameroon, we are looking for a dynamic and committed Logistcian Intern to support Jengi TRIDOM Programme in filling his need.

Reports to: Programme Administrator

Location: Ngoyla

Duration: One (1) year

The mission of the Department

WWF CCPO’s mission is to ensure the sustainable management of natural resources in southeastern Cameroon through participatory management practices involving all stakeholders and contribute to the improvement of the living conditions of local populations. This includes (1) the negotiation of a macro-zoning plan (with protected area, forestry and hunting concessions, agroforestry zone,.... ), (2) development of basic infrastructure and preparation of management plans for three protected areas (Lobeke, Boumba Bek and Nki) that cover 6,380 km2 of biologically important dense evergreen and semi-deciduous forest, with high densities of elephants, western lowland gorillas, chimpanzees, and bongos, (3) supporting concessionaires in implementing sustainable practices, and (4) assisting in the establishment of community-based organizations to ensure the full participation of local people in natural resource management and the contribution of these resources to poverty reduction. In order to support Jengi TRIDOM Programme in filling this need, we are looking for a Logistcian Intern.

Major Functions

Under the direct supervision of the Programme Administrator (PA), the incumbent will act as backup for Programme’s logistics aspects, and provide general logistics support.

Major Duties and Responsibilities:

- Facilitate staff travel by preparing travel documents timely based on approved schedules;
- Facilitate travel bookings through liaison with travel agencies as required;
- Facilitate hotel reservations for WWF staffs and consultants as required by supervisors;
Facilitate purchases and ensure we get the best offers both quality and price from trusted suppliers;
Assists the PA with administrative tasks, fuel consumption analysis, review of stock cards for consumables, review of replenishment report of fuel and consumables as assigned;
Provides support in organizing logistics for meetings;
Regular update on asset inventory of Jengi TRIDOM Programme;
Assist in ensuring secure and safe working environment (offices and facilities);
Assist in ensuring provision of services, (this includes monitoring of generator 'running hours as well as fuel consumption', lubricants, and other maintenance, etc);
Assist in ensuring vehicles are managed according to WWF standards (Vehicle management procedures);
Assist in purchase, reception, dispatch, storage and all administrative related aspects;
Perform other duties as required.

Profile:
Required Qualifications:
- First degree in Administration, Management, Logistics & Transport; and/or professional certificate is required;
- At least one year of progressively professional experience in Administration/Logistics preferably in an international NGO.

Required Skills and Competencies:
- Proficiency on travel and hotel reservations;
- Excellent organizational and prioritization competence, with attention to detail;
- Proactive attitude and ability to take initiative and work independently;
- Excellent team player with good networking and interpersonal skills;
- Results oriented, delivers quality service and in a timely manner;
- Trustworthy: establishes a relation of trust with employees through openness, adherence to commitments and maintain confidentiality;
- Strong oral and written communication.

WWF’s Values & Behaviors:
- Aligns and identifies with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

How to apply:
Apply through the link:
https://cameroon.panda.org/apply_to_a_job/apply_for_a_job/

Deadline for applications: 20th September 2023.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up.

WWF is an equal opportunity employer and committed to having a diverse workforce.