

## CALL FOR APPLICATION

<b>Post</b>	<b>Logistics officer</b>
<b>Contract</b>	Fixed-Term
<b>Reference No</b>	
<b>Report to</b>	Head of Administration and Finance
<b>Job Summary</b>	<p>To ensure that all CRID assets are properly maintained and construction work is carried out to CRID's standard specifications and schedule. Ensure that any work carried out in line with the terms of the contract meet agreed timescales and is within the agreed budget.</p> <p>It is required that the jobholder should have excellent organisational skills,, must be flexible and able to demonstrate a high professional approach to work.</p>

<b>Main Duties &amp; Responsibilities</b>
In Charge of office refurbishment/maintenance Also in charge of all repairs and construction work.;
Management of utilities such as electricity, water and gas (including payment of bills, repairs etc).
In charge of management of all assets of CRID, including car insurance, repairs, management of drivers, Implementation of a system of monitoring of vehicle technical control.
In charge of laboratory equipment repairs
In charge of custom clearance and shipment of goods and samples
Assign and monitor work of service providers (cleaners, gardeners, etc) to meet functional requirements.
Monitor the work of outsourced contractors/suppliers
Undertake regular estate tours and act on the issues identified in order to ensure that areas are kept clean and tidy and that areas are properly maintained including identifying the need for improvements
Provide timely information on problem areas and ensure Supervisor is aware of potential problem areas for immediate solution
Handle day-to-day building construction operation work at CRID
Any other responsibilities allocated which are appropriate to the grade of the post

<b>Education and skill Requirements</b>
Bachelor's degree in management or related field



Be skilled in Property management
Analytical and strategic
Skilled negotiator
Extremely organized and detail-oriented
Good IT skills
Ability to deal with people face to face and in potentially difficult situations
Good communication skills
Be proficient in English and have a working knowledge of French
Can work well under pressure
Ability to respond to emergency work outside normal working hours as and when the need is required in relation to the repair and service of site wide physical assets.
Ability to supervise work that may need to be carried outside of normal working hours. Which may sometimes require work to be done in the evenings, nights or weekends from time to time.

### APPLICATION INSTRUCTIONS

A cover letter;
A CV;
A photocopy of the ID card and Degree
At least two professional references.

<b>Working conditions</b>	Full time, 40 hours per week.
	Fixed Term 2 years
<b>How to Apply</b>	Send file to <a href="mailto:crid@crid-cam.net">crid@crid-cam.net</a>
<b>Deadline for applications</b>	November 10 <sup>th</sup> , 2020