

:

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie
Ordre National des Ingénieurs de Génie
Electrique



REPUBLIC OF CAMEROON
Peace – Work – Fatherland
National Order of Electrical
Engineers

N° 04/23/003/PR /ONIGE

NATIONAL ORDER OF ELECTRICAL ENGINEERS (NOEE)

JOB RECRUTMENT

1. TITLE : Administrative Secretary
2. POSITION : Reports to the PRESIDENT of NOEE
and maintains a functional relationship with the Secretary General .
3. DUTIES :
 - Organise NOEE office Space and ensure its functionality ;
 - Develop Business plans and ensure Budget of NOEE and ensure its execution and control;
 - Provide key indicator data for the management of NOEE.
 - Develop and support the implementation / enhancement of global best practices in electrical engineering .
 - Develop and steer NOEE communication plan .
 - Administer NOEE website and develop other computer needs ;
 - Draft various communication supports for the PRESIDENT and Secretary General like speeches , messages , briefing notes ; reporting etc ;
 - Support NOEE in its interface with Government , organizations and related bodies.
 - Manage other personnel of NOEE .

- Manage cash deposits , draw up the dash board and all support documents ;
- Develop procedures , quarterly balance sheets recoveries and tax plans ;
- Manage the admission process for new members and forward same to the competent commission ;
- Assist in drawing up the NOEE annual roll and training programs and ensure its evaluation ; respect the salary and allowance plans of NOEE ;
- Guarantee the respect of norms , laws , decrees , other texts and procedures wherever NOEE is concerned

EXPERIENCE

- At least 10 years experience in general administration
- Good planner ;
- Good knowledge of computer tools ;
- Good interpersonal skills ;
- Very good in written English and French ;
- Available and can work under pressure
- Very good representation skills and personality ;

4. QUALIFIATION

- Bac +5 in management , MBA , internal control or equivalent
- Maximum age 45 years

Please send CV and motivation handwritten letter to the following e-mail address or deposit a closed envelop file at the following address

egbeebaijohn@gmail.com or csscorporate@yahoo.com

dateline may 25th 2023