



ADVERT FOR MEDCAMER ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

OUR MISSION

The Cameroun Medical Doctors Association (MEDCAMER) is an apolitical, non-profit organization which aims to bring together all the doctors of Cameroon around a professional ideology, for the promotion of health for all, the promotion of optimal conditions to the practice of medicine, the improvement and the preservation of a framework of practice conducive to enhancing quality of care. We promote an environment where the development of the caregiver goes hand in hand with the respect and application of the standards of the profession, in the utmost interest of the patient whose health and wellbeing remains our first concern.

Our work falls into two main areas: Supporting the doctor and Supporting the patient.

Our operations are mainly based in Cameroun with representations within its 10 regions, but we also have many Diaspora chapters.

Our members are what makes us who we are. In our offices, we work hard to foster a culture of openness, innovation, and collaboration. We want to be a workplace where all ideas are taken seriously, regardless of the job title of the person presenting them. We are also fully committed to ongoing learning and development, both as an organisation and as individuals.

We are looking for someone to manage day-to-day operations and support the organisation through a significant phase of growth. As the person with overall responsibility for operations, you'll work directly under the guidance of the Executive team which you will support in implementing operational activities.



WHAT YOU GET

We think we have a compelling offer for the successful candidate, including:

- The chance to contribute to the development of a dynamic and growing association with a culture of openness and collaboration - we are open to ideas for where we should go from everyone in the team
- The opportunity to work with a diverse range of social purpose organisations and network with a wide range of high-profile organisations both locally and internationally.
- Numerous development opportunities associated with a role that is varied and excited, as well as clear career progression and a dedicated training budget.
- The opportunity to receive a bursary to pursue a dedicated training programme offered by the University of Texas to assist in your role.
- Annual salary review

LOCATION

Our Head Offices are currently in Yaoundé and Douala; however, you will be expected to work mainly in Douala.

Travelling within and outside Cameroun may be required.



RESPONSIBILITIES

As a growing organisation we expect this role will evolve over time to reflect both the needs of the organisation and the talents of the individual. You will be expected to assist the executive committee, president, general secretary and the vice presidents in the fulfilment of their duties. Some activities may include but are not limited to:

- To provide a warm, friendly and professional welcome to all callers and visitors and direct them accordingly
- Handle incoming communications including telephone calls, emails and letters; responding to queries as appropriate or taking messages and follow up as required
- Provide central administrative support to the organisation, such as meeting and hospitality arrangements, room bookings and setting up
- Assist with the provision of HR administrative support,
- Process queries and enter into Charity Log database, maintaining accuracy and efficiency
- Post onto and manage the organisation's main social media platforms.
- Provide administrative support for ad hoc events, trips and activities
- Accurate minute taking at trustee board meetings, team meetings and AGM
- Providing administrative support to assist in the recruitment and support of volunteers,

PERSON SPECIFICATION

Ideally, the right candidate will:

- Be committed to Medcamer's mission and values
- Have excellent organisational skills
- Have attention to detail and an affinity for working with numbers
- Be able to work independently and learn new things quickly



- Be an effective communicator in both French and English
- Excellent IT Skills are essential
- Be capable of identifying and executing improvements to existing processes

We're not looking for a specific work or education history. You may have gained these skills working in an operations-focussed role in another sector. But equally you may have acquired these skills in an entirely different role or setting. We encourage applications from candidates with a diverse range of experiences.

THE APPLICATION PROCESS

Applications should be submitted through the online form on our website www.medcamer.org

The deadline for applications is midnight on **Monday 22nd February 2021**.

Shortlisted candidates will be informed by mail and interviewed directly or by video call.

We think interviews should be about showcasing your experience and skills, not a test of ad hoc presentation skills. We therefore provide all interview questions in advance to shortlisted candidates.

Please send a mail at contact@medcamer.org, if you would like an informal discussion about the role or have any queries.