

# ICD Operations and Maintenance Officer

## Key Accountabilities

- Supervise and direct a team of operations personnel and maintenance staff.
- Oversee daily activities to ensure efficient resource utilization and smooth operational flow.
- Conduct regular team briefings to review progress, address challenges, and plan future tasks.
- Coordinate and manage all port operations, including cargo handling, storage, and transportation.
- Monitor operational tasks to ensure they meet schedules and quality standards.
- Resolve operational issues promptly to avoid disruptions.
- Develop and manage maintenance schedules for all port facilities and equipment, such as cranes, forklifts, and other machinery.
- Ensure timely and effective completion of maintenance tasks to minimize equipment downtime.
- Conduct regular inspections of facilities and equipment to ensure compliance with safety and regulatory standards.
- Maintain detailed maintenance records and documentation.
- Identify and implement improvements to operational and maintenance processes to boost efficiency and reduce costs.
- Establish and enforce best practices and standard operating procedures for operations and maintenance management.
- Prepare and present regular reports on operational and maintenance performance, activities, and costs to senior management.
- Ensure all operations and maintenance activities adhere to company policies, industry standards, and legal requirements.
- Ensure all necessary documentation, including licenses, permits, and inspection records, is current and compliant with legal standards.
- Excellent organizational and time management abilities.

## Minimum Qualifications

- Engineering cycle diploma or Master's degree in Logistics, Operations Management, or a related field (preferred)
- Minimum of 5 years of experience in operations and maintenance management, ideally in a supervisory role at a dry port
- Proven experience in team management
- Knowledge of mechanical, electrical, and hydraulic systems related to port equipment
- Familiarity with dry port operations and regulatory requirements
- Strong knowledge of maintenance management systems and tools
- Excellent organizational and time-management skills
- Ability to work under pressure and manage multiple tasks
- Strong problem-solving skills and attention to detail
- Excellent communication and leadership abilities

- Proficiency in Microsoft Office Suite and maintenance software
- Friendly and professional demeanor
- Bilingual, French and English required.

***Only shortlisted applications will be contacted***

***Put in subject the reference of the position you are applying for***

**Deadline: June 20<sup>th</sup>, 2025**

# Warehouse operations officer

## Key Accountabilities

- Supervise daily warehouse activities, including the receipt, storage, and dispatch of products.
- Develop and enforce warehouse policies and procedures to maximize efficiency and productivity.
- Monitor and control inventory levels, ensuring accurate record-keeping and minimizing discrepancies.
- Work with logistics and transportation teams to guarantee timely and precise delivery of goods.
- Lead and manage a team of warehouse employees, including supervisors, forklift operators, and administrative staff.
- Conduct regular team meetings to discuss performance, resolve issues, and plan upcoming tasks.
- Ensure all warehouse operations adhere to company policies, industry standards, and legal requirements.
- Implement and uphold safety protocols to maintain a safe working environment.
- Conduct routine safety inspections and audits to identify and address potential hazards.
- Manage inventory control processes to ensure accurate and efficient stock tracking.
- Perform regular inventory audits to verify accuracy and address any discrepancies.
- Identify and implement improvements to warehouse processes to enhance efficiency and reduce costs.
- Maintain effective communication channels within the team and with external stakeholders, including customers and suppliers.
- Develop and manage the warehouse budget, ensuring cost-effective operations.
- Analyze financial performance and identify opportunities for cost savings.
- Strong leadership and team management abilities.
- Excellent organizational and time management skills.

## Minimum Qualifications

- Master's degree in Logistics, Transportation, Business Administration, or a related field (preferred).
- Minimum of 10 years of experience in weighbridge or VGM operations, ideally in a managerial role at a dry port.
- Proven track record in team management.
- Knowledge of weighbridge equipment and calibration procedures.
- Familiarity with SOLAS regulations and VGM certification requirements.

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**Deadline: June 20<sup>th</sup>, 2025**

# **Project Management Assistant**

## **Key Accountabilities**

### **1. Project Management Support**

- Participate in the planning, monitoring, and coordination of investor integration projects.
- Contribute to the development of schedules, management of timelines, and monitoring of task execution.
- Assist in drafting meeting minutes, summary notes, and project presentations.
- Ensure the update of monitoring dashboards and participate in regular activity reporting.

### **2. Logistical Support and Operational Coordination**

- Support the organization of investor or partner visits: logistics, reception, preparation of materials, etc.
- Take part in coordinating certain administrative procedures: support for business creation, permit applications, obtaining official documents, etc.
- Act as a liaison with internal and external stakeholders to facilitate project progress.

### **3. Contribution to Marketing and Communication Activities**

- Assist in preparing communication materials and presentations for investors (brochures, project sheets, PowerPoint presentations).
- Contribute to updating the prospect database and monitoring investment opportunities.
- Support the organization of promotional events (trade shows, forums, official visits, B2B meetings).

## **Minimum Qualifications**

- Bachelor's degree (minimum Bac+3) in Project Management, Business, Marketing, International Relations, or any other equivalent diploma.
- Initial experience (internship or job) in business development, project management, or investor support is an asset.

- Strong interpersonal and negotiation skills.
- Sense of initiative and attention to detail.
- Excellent written and spoken communication in French; proficiency in English is desirable.
- Strong organizational skills, attention to administrative detail, and the ability to manage multiple tasks simultaneously.
- Good ability in time management and multiple priorities.
- Proficiency in MS Office (Word, excel, PowerPoint).
- Strong work ethic.

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**Deadline: June 20<sup>th</sup>, 2025**

# **Legal Officer**

## **Key Accountabilities**

- Advise the organization on all legal matters that may arise in its operations;
- Draft, review, and negotiate contracts, agreements, and other legal documents.
- Provide legal advice and support to various departments,
- Develop, implement and review legal policies and procedures in compliance with the existing law framework
- Follow up on cases filed against or by the company
- Provide legal report or opinion on contentious matters;
- Tax and legal compliance monitoring;
- Advise the organization on the legislation that affect the organization and changes made thereof;
- Monitor and report compliance check in terms of personal data requirements
- Monitor compliance with legal and statutory requirements of the organization;
- Provide of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews;
- Assess and report on legal compliance risks;
- Develop and implement compliance training and awareness programs.

## **Minimum Qualifications**

- Master's degree in business law or private law (OHADA) or any other equivalent diploma
- Excellent knowledge of legal standards (contracts, public-private partnership, litigation, OHADA companies' law, tax law, administrative procedures, etc.)
- Minimum 6 years of relevant experience in law field (business law, contract law, international law) with a proven experience in law firm or company with international exposure
- Proven experience in litigation management and compliance monitoring

- Proficiency in MS Office with ability to become familiar with firm-specific programs, software, and system
- Excellent oral and written French and English skills; knowledge of other foreign languages would be an asset
- Excellent written and verbal communication
- Knowledge of all applicable laws, rules and regulations and SEZ law and compliance standards
- Ability to prepare complex legal documents
- Great interpersonal and communication skills, with ability to negotiate
- Excellent analytical, synthesis, organizational and problem-solving skills
- Good Ability in time-management
- Good critical analysis skills, advanced multitasks ability, Team-oriented mindset, method, and thoroughness
- High ethical standards and attention to detail.

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**Deadline: June 20<sup>th</sup>, 2025**