



NOTICE OF CALL FOR APPLICATIONS FOR THE RECRUITMENT OF MANAGEMENT STAFF FOR A NEW INTERNATIONAL CLASS HOTEL CURRENTLY OPENING IN YAOUNDE (CAMEROON)

Our client is a mutual aid and solidarity association created for an unlimited period, made up of active and retired personnel, owner of a new international class hotel in Yaoundé (Cameroon). The association wishes to recruit, nationally and internationally, management staff for the opening of the hotel before the end of the year 2021.

1) Job title: General Manager

- **Location:** Yaoundé, Republic of Cameroon

- **Role and main missions:**

Under the supervision of the Board of Directors, the General Manager ensures the day-to-day management and smooth running of all hotel operations, both in terms of accommodation and catering. He/she plans, organizes, directs and controls regular operations of the hotel in order to ensure that the standards and objectives set by the Board of Directors are met. For this, he/she will have to:

- Ensure the opening of the hotel
 - Implement the strategic vision
 - Create, develop and maintain team spirit among hotel staff
 - Optimize the financial and material resources of the hotel
 - Implement high standards and norms in the hotel establishment
 - Represent the hotel vis-à-vis third parties.
- **Required qualities :**
 - Good knowledge of the local and international hotel market
 - Great ability to select, develop skills and motivate his team
 - Good interpersonal and communication skills
 - Leadership, High sense of ethics.
- **Qualifications and experience required:**
 - Education level: Post Graduate Diploma or Master Degree in hotel management
 - Number of years of professional experience: minimum 5 years as hotel General Manager
 - Fluency in spoken and written French and English
 - Good working knowledge of hotel management software.

2) Job title: Financial and Accounting Director

- **Location:** Yaoundé, Republic of Cameroon
- **Role and main missions:**
Under the supervision of the Managing Director, the Finance and Accounting Director ensures the accounting and financial function. For this, he/she will have to:
 - Set up the hotel's accounting and financial system
 - Manage the financial resources of the hotel
 - Control the operating costs of the hotel
 - Produce the hotel's accounts and financial statements.
- **Required qualities :**
 - Good knowledge of OHADA accounting standards
 - Good knowledge of the accounting and financial specificities of the hotel sector at national and international level
 - Great ability to work in a team and to supervise staff
 - Good working skills, very motivated
 - Respect of deadlines, High sense of ethics.
- **Qualifications and experience required:**
 - Education level: Master Degree diploma in accounting and / or finance
 - Number of years of professional experience: minimum 5 years of experience as Financial and Accounting Manager
 - Good working knowledge of accounting software.

3) Job title: Director of Human Resources

- **Location:** Yaoundé, Republic of Cameroon
- **Role and main missions:**
Under the supervision of the Managing Director, the Human Resources Director assumes the human resource function. For this, he/she will have to:
 - Define the staffing needs of the hotel
 - Recruit hotel staff
 - Propose the staff remuneration policy
 - Draw up staff contracts
 - Set up forward planning of careers
 - Manage staff
- **Required qualities :**
 - Good knowledge of Cameroon's labor code and CNPS/NSIF texts and procedures
 - Great ability to work in a team and supervise staff
 - Good working skills, very motivated
 - High sense of listening and dialogue.
- **Qualifications and experience required:**
 - Education level: Master Degree diploma in human resources management
 - Number of years of professional experience: minimum 5 years as Human Resources Manager
 - Good working knowledge of human resources management software.

4) Application procedure

We receive all applications respecting the required profile without discrimination of sex, ethnicity, religion, and physical disability.

The application file will include: A cover letter, a signed and dated curriculum vitae (CV), a copy of the required diploma, extract from the criminal record, and 2 letters of recommendation.

Interested candidates must send their scanned application file by e-mail no later than June 30, 2021 to the following addresses:

recruitment@bekolo-partners.com and contact@bekolo-partners.com

Candidates shortlisted after analysis of the files will be invited to go through the selection interviews.

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Managing Partner
Bekolo & Partners

