

MUKETE JOSEPH TAYONG
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Professional Summary

A dynamic professional with a decade-plus experience camp and facilities management, logistics, administration, and operations management. A self-starter with the ability to prioritize and manage multiple tasks at once, awareness of deadlines, and a commitment to achieve set goals within defined parameters; along with the ability to work both independently and as part of a team with professionals at all levels throughout the organization. Perfectly bilingual (English & French languages). Adept at cultivating and fostering productive and long-lasting relations with team members, clients, and key stakeholders by utilizing superior interpersonal capabilities.

CAREER EXPERIENCE

**United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA),
Mopti, Mali**

Camp Manager, Nov 2021 – August 2022

- Plans, schedules, and supervises construction, repair, maintenance of buildings, infrastructures, sites, and premises including grounds in the integrated camp area.
- Oversee recruitment, management and evaluation of all FMU staff, under their relevant supervisors.
- Work closely with the cleaning contractor to ensure that the pest control (fumigation), garbage collection, sewage removal, cleaning and gardening services are provided in a timely manner and that proper safety practices are always observed.
- Ensure supervision of all construction project are properly carried out in compliance with BoQs, structural drawings and good practices.
- Inspect and report on construction project work and maintenance work carried out either by contractors, staff under supervision and ensure proper utilization of available resources.
- Review and recommend for approval work orders and assign day to day repair maintenance tasks to tradesmen being supervised.
- Ensure all local purchasing and procurement for the unit comply with Standard Operating Procedures (SOPs) and policies of MINUSMA).
- Prepares and writes requisitions for purchase of equipment, material, spares, etc.; reviews and evaluates offers and coordinates with procurement unit.
- Monitored camp premises allocated accommodation and carried out preventive maintenance periodically to ensure that health and safety policies are adhered too, and housekeeping and hygiene's highest standards are met to create a safe and healthy environment.

- Supervised all contracts and services related to construction, camp maintenance and infrastructure, and other related services.
- Responsible for the management of program activities and operations in the camp, and logistics related to the management of the camp.
- Coordinate routine maintenance, cleaning, gardening, garbage collection and fumigation activities, and preparation of conference rooms.

Global Network for Good Governance (GNGG), Limbe, Cameroon

Support Services Officer, September 2020 – October 2021

- Oversees the day-to-day operation of the office; develops processes for the efficient execution of the office's administrative functions.
- Supervises the organization, planning, and maintenance of the fleet, evaluates/reports the need, and ensures the proper use of GNGG equipment.
- Follow-up on proper monitoring of fuel consumption and use of vehicle logbook, maintenance log, oil log and other fleet formats and templates by staffs.
- Implements human resources, logistical and financial management systems, ensure that they are effective, efficient, and transparent to enable the successful implementation of projects in the office.
- Ensuring that all procurement approvals, processes, decisions, and challenges are adequately documented in agreed format and filed on time.
- Compile accurate and timely overall monthly reports (fleet management, asset management, and procurement tracking/plan, and stock/ inventory report).
- Support in the preparation of annual budget and ensure a collaborative approach in budget management.
- Oversee preparation of payment requests in accordance with relevant SOPs and Financial rules and Regulations.
- Ensure office and property/facility management, including office cleanliness, organizing, and overseeing maintenance and repair works on GNGG premises.
- Lead and facilitate capacity building training initiatives for GNGG staffs on related matters.
- Monitor the vehicle pool for providing transportation services as required by the office as well as to meet logistical needs.
- Assist in the provision of training on logistics matters to staff and monitor the implementation of the Standard Operating Procedures (SOPs).
- Responsible to establish and promote the maintenance of a safe, accident free, and healthy work environment.

Ambatovy Joint Venture Nickel Project, Toamasina, Madagascar

Superintendent Facilities Maintenance (EP2C-Consultant), Nov 2019 – July 2020

- Plans, organizes controls, integrates, and evaluates the activities and operations related to the construction, maintenance and repair of office buildings and the various features such as HVAC, plumbing, electrical, painting and landscape.
- Ensure all maintenance, repairs and associated works are completed with relevant standards and customer requirements.
- Provides leadership direction, guidance, technical expertise and support in the maintenance and repairs of the Facilities infrastructural systems and assets to meet all the Ambatovy's requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members and contractors have clarity and understanding of expectations and standards.
- Ensure the operations of each site are operating in accordance with QHSE policies and standards of the company.
- Responsible for people management matters; safety, recruitment, probation management, training, development, and performance management.
- Prepares and controls maintenance work programs ensuring work is carried out in accordance with statutory compliance requirements and best asset management principles.
- Responsible for ensuring planned works requiring track access is scheduled efficiently in accordance with relevant lead times and makes best use of extended access windows.
- Frequently checks and challenges contractor's service reports and compliance certificates to ensure compliance with statutory regulations at prescribed frequencies.

Refugees Welfare Association Cameroon (REWAC), Bamenda, Cameroon

Logistics Officer, March 2019 – September 2019

- Ensure that all office equipment is always functioning including photocopiers, printers, scanners, air conditioners etc. establish and maintain working relationships with appropriate maintenance service providers and ensure all equipment are serviced as at when due in line with retainer ship agreements.
- Supported in the sourcing of goods and services, focusing on optimizing cost, quality and service delivery via efficient procurement planning and scheduling, inventory minimization, and customer order fulfillment requirements.
- Co-ordinate, monitored, and guided the work of the drivers, cleaners, guards, and any other logistics support by managing performance on an on-going basis.
- Control the management of all REWAC assets (including laptops and vehicles) and inventory in the offices ensuring that staffs are adequately educated about the utilization of all such items.
- Ensure the maintenance of reliable provision of services (water, electricity, and security in the offices).

- Ensure that all items procured exhibit clear value for money and transparency within the procurement process.
- Ensure the cleanliness of office environs by ensuring fumigation and other services are performed regularly done as at when due.

**United Nations Support Office in Somalia (UNSOS), Mogadishu, Somalia
Accommodation Services Manager, September 2015 – February 2019**

- Ensured accommodations and service facilities were well maintained and met all standards to the extent possible.
- Monitored camp premises allocated accommodation and carried out preventive maintenance periodically to ensure that health and safety policies are adhered too, and housekeeping and hygiene's highest standards are met to create a safe and healthy environment.
- Prepared the annual work plan for the camp management team; determined priorities/targets and performance measurements and monitor work progress to ensure that results were achieved according to schedule and performance standards.
- Liaised with Security and Safety for safety inspections of premises, reported and investigated accidents and recommended correction of safety or fire hazards.
- Liaised with internal and external stakeholders to support logistics operations management and contributed to effective service delivery.
- Ensured adequate care and maintenance of camp infrastructure and initiated new construction projects according to management plan.
- Supervised all contracts and services related to construction, camp maintenance and infrastructure, and other related services.
- Responsible for the management of program activities and operations in the camp, and logistics related to the management of the camp.

**United Nations Operations in Cote d'Ivoire (ONUCI), Abidjan, Cote d'Ivoire
Facilities Management Supervisor, November 2014 to September 2015**

- Assisted in scheduling and supervision for construction, repair, maintenance and installation of conventional building, temporary building, infrastructure and sites and premises including grounds in the mission area.
- Assisted in carrying out technical assessments of existing buildings and infrastructure.
- Reviewed and recommended for approval work orders and assigned day to day repair maintenance task to tradesmen being supervised.
- Performed diagnostics and preventive maintenance, resolved basic engineering problems, and inspected quality of work and work performance.
- Issued instructions at site, recorded variances, supervised, and recorded measurements of work taken with respect to work progress.
- Inspected and reported on construction project work and maintenance work carried out either by contractors or tradesmen and staff under supervision and ensured proper utilization of available resources.

- Advised on requirements for ordering construction materials, maintenance project, equipment, spare parts, materials and building supplies.
- Assisted in the preparation of cost estimates for infrastructure projects and maintenance programmes.

Africa Advanced Supplies (AAS) Ltd, Douala, Cameroon

Logistics Officer, May 2013 to October 2014

- Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials.
- Managed all general freight movements by air, road, and sea.
- Ensured timely pick-up of shipments from the origin with reference to INCO TERM's.
- Ensured customs clearance of shipments arrived at port is completed according to the set KPI's.
- Ensured timely reporting of freight status on a daily, weekly, and monthly basis.
- Ensured operations were executed at optimum costs which included the implementation of consolidation strategies for inbound freight.
- Coordinated storage, handling, and dispatch of products from the seaport to their various warehouses.
- Reviewed vendor invoices in accordance with contract schedules.

The Cameroon Iron Ore Company- CAMIRON (Subsidiary of Sundance Resources Ltd), Mbalam, Cameroon

Camp Manager, April 2011 to April 2013

- Oversee all site facility operations, includes but not limited to; personnel safety, operational duties, consumables management, equipment maintenance & safety, administration duties, maintenance duties, budget, inventory, labour costs, client satisfaction and successful kitchen operations, including meal service times.
- Supervised procurement, supply, and importation process and customs clearance in respect with the legislation.
- Ensured QHSE practices are being implemented in the camp with daily toolbox training and weekly staff meetings, to including HACCP and as well as safe hygiene protocol regulations are strictly followed.
- Followed up the vehicle fleet and supervise the fleet management, planning and prioritize the maintenance of the vehicles on Site.
- Successful kitchen operation will include menu planning, proper food portioning in accordance to required standards and budgets.
- Create and maintain a positive safety culture within teams to ensure all staff adheres to safety requirements, hygiene & sanitation, policies & procedures, and PPE specifications.

**United Nations Integrated Mission in Timor Leste (UNMIT), Suai, Covalima District.
Camp Manager, March 2007 to March 2011.**

- Under the supervision and overall guidance of the Regional Administrative Officer (RAO), planned, controlled, and oversee the services provided by external contractors, encompassing but not restricted to cleaning, pest control, waste management, exterior grounds maintenance, handymen and janitorial services, including the provision of supplies and equipment related to these activities.
- Assisted in scheduling and supervision for construction, repair, maintenance and installation of conventional building, temporary building, infrastructure, and sites.
- Planned and supervised the provision of stationery, water fountains, plants and decorations, signage, and small equipment.
- Reviewed and recommended for approval of work orders and assigned day to day repair maintenance tasks to tradesmen was being supervised.
- Performed diagnostics and preventive maintenance, resolved basic engineering problems, and inspected quality of work.

EDUCATION

MBA in Operations Management and Logistics **2017- 2019**

Barcelona Executive Business School (BEBS), Barcelona, Spain

Post Graduate Diploma in Port & Shipping Administration **2004-2005**

Regional Maritime University, Accra, GHANA

Bachelor of Arts Degree (BA) in History **1995-1999**

University of Yaoundé I, Cameroon

REFERENCES

Available upon request.