

## TEFON HUMAN RESOURCES Sarl Vacancy announcement

### Job Purpose/Summary

The Custom Clearance Coordinator ensures that all activities of importation and exportation for the Company's operations onshore or offshore are cleared in accordance with the Customs regulations in place. He/she maintains good ethical relationships between the Business and Government Ministries involved in this area of responsibility.

### Main Mission/Result Area

#### PRIMARY ACCOUNTABILITIES

- Follow-up the Customs Department and Freight Forwarding agents to clear all imports and exports for Business operations.
- Management of Freight Forwarding contracts.
- Review and control all tasks performed by Import/Export Assistants.
- Review and code export and import-related invoices to ensure prompt payment of third-party service providers.
- Coordinate receipt and treatment of quality and quantity claims in relation to export cargos.
- Request and review quotes from Freight Forwarders e.g., work shipments and propose the best offer.
- Advise internal customers on best Import/Export practices.
- Ensure Import/Export files are ready for customs audits and defend the Company's interest.
- Ensure temporary importations at ATN/ATS regime are compliant with customs regulations in place.
- Ensure ratio letters are issued to freight forwarders on time and in compliance with custom regulations.
- Ensure applications of annual renewal of Codes of Exonerations in CAMCIS on time.
- Ensure the "Direct Delivery" and Delivery "Sous-palan" function well for our Customs business.
- Comply with ADDAX internal policies such as "Nine prohibitions", "Code of conduct"

#### HSSE Accountabilities

- Participate in all HSSE intervention schemes (Incident Reporting Cards, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.



The incumbent may perform other related duties as assigned

### Key Challenges

- Responsible for the timely clearing of all Company material imports in liaison with freight forwarders.
- Working in an environment with no standardized laws and regulations.
- Maintain highly ethical business relationships with partners, government officials and shipping agents.
- Working with pressure from internal stakeholders to clear their equipment from Customs urgently.
- May have to work during weekends, public holidays, and nights.
- Coordinate and represent the Company's interests during liftings to ensure no unplanned demurrage fees.

### Experiences / Competence & Requirements

- B.Sc. in Logistics & Transport / International Trade / Business Management / Supply Chain Management.
- At least 10 years' experience in Customs Clearing.
- Sound knowledge of CEMAC Custom regulations.
- Awareness on the Petroleum Code.
- Working experience in the Oil & Gas Industry is preferred.
- Awareness on FX regulations, specifically for the Oil & Gas Sector.
- Ability to travel and work offshore.
- Fluency in English and French (spoken and written).
- A good team player

*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com](http://www.tefonservices.com) latest 18<sup>th</sup> May 2025*

  
**FON Thaddeus**  
General Manager

