

28th January 2025

From: Office of the Board Chair

To: Interested and Qualified Candidates

SUBJECT: JOB OPENINGS

Following envisaged partnership with the Danish Refugee (Council DRC) to implement the project "FLASH" - First Line local Assistance for Swift Humanitarian response in North West Cameroon, a number of staff will be recruited.

Interested applicants have one week from the date of putting up this note to deposit their applications. This will be followed by an interview to validate selected candidates. The following positions are open for application:

- Project Coordinator
- Finance and Administrative Officer
- Finance and Administrative Assistant
- Communications and Data Officer
- MEAL Officer
- Cash Officer
- General Protection Officer
- GBV Protection Officer
- Protection Assistant
- Access and Rapid Response Officer
- Driver

Interested candidates should submit their application addressed to the **“The Board Chairperson - COMINSUD”** comprising a written application, a letter of motivation, highest certificate relevant to the position and a detailed CV, at the Secretariat of the COMINSUD Head Office Fru Ndi Junction Bamenda or through the email cominsud_ngo@yahoo.com , on or before Wednesday 5th February, 2025 at 2.00 pm.

Best regards,

MANAGEMENT

1. PROJECT COORDINATOR (PC)

Main responsibilities

Programming & Operations:

- Leads on operational aspects of county-level delivery, including: management of project office, organisation and coordination of project team, travel and accommodation logistics
- Ensures compliance with corporate policies and rules and regulations
- Ensures optimum operational support to the project team in line with project guidelines
- Ensures the day-to-day design, delivery, and progress of the project activities against agreed targets
- Leads periodic project review and planning meetings, and external meetings as often as required
- Leads regular project reporting on field-level implementation, context and challenges.
- Leads project work planning, including development of field-level activity-based budgets (ABBs) and procurement plans.

Grants Management

- Reviews and oversees progress against grant agreements, including monitoring of implementation to ensure timely results.
- Works closely with M&E staff to document project results and lessons learned, and ensure they are fed into the design of future grants.
- Ensures grantee activities comply with project policies on conflict sensitivity, Do No Harm and gender equality and social inclusion (GESI)

Stakeholder Engagement

- Promotes collaboration and synergy between the project, grantees, local authorities and local communities to promote local acceptance of activities
- Liaise with stakeholders and relevant Government of Cameroon departments, from the location to Divisional levels, as needed.
- Participate in external stakeholder meetings including Clusters and Working Groups and maintain external relations involving government officials and other key stakeholders.
- Ensures timely and smooth communication with DRC partners and respect of the SGA agreement

Logistics/Finance

- Oversees financial commitments and expenditures against budgets and provide timely feedback on budget follow-up
- Plans and coordinate proactively logistics and movements of staff from and to different operational areas
- Initiates procurements and ensure their execution.

Required experience and competencies

- Minimum of at least five years' experience working on development and/or humanitarian programming, especially in the thematic areas of peacebuilding, community engagement and livelihoods.
- Proven analytical skills and ability to think strategically.
- Conceptual understanding of the participatory approach and sustainable development
- Proven people management and communication skills leading a multidisciplinary team

- Demonstrable experience in supervising managing coaching and training others, especially local, community-based organisations
- Must have a ‘hands-on’, practical mentality, be self-driven and be very motivated.
- Must be well organised, able to take initiative and work independently.
- Strong written and verbal communication skills and good command of English.
- Experience in working in complex and hardship areas/contexts.
- Experience in Protection sectors is an asset.

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Required education

- Bachelor’s degree in Development Studies, Project Management, or any other related fields.

2. MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING OFFICER

Main responsibilities

Monitoring and evaluation activities

- Conduct comprehensive baseline and endline assessments
- Support in conducting participatory monitoring activities with beneficiaries using a varied suite of tools
- Support the development of data collection methodology and tools
- Regularly undertake field monitoring visits
- Ensure the high quality of data by ensuring the accurate data collection, data entry and upload as well as basic analysis of information
- Ensure timely reporting on monitoring activities in line with work plans and project timeline
- Provide regular verbal and written feedback on field observations and monitoring findings to DRC's Monitoring & Evaluation/ IM Specialist based in Bamenda, and relevant program staff
- Work closely with the Cash for Food and Protection teams, conducting any monitoring activities planned in the MEAL Plan
- Participate in MEAL capacity strengthening opportunities

Reports to: Project Coordinator

Required experience and competencies

- Minimum 3 years of relevant work experience – preferably in social work, community development, non-governmental organizations, or civil society.
- Experience working with NGOs and/or the humanitarian sector, and use of data collection tools
- Knowledge/experience with Monitoring & Evaluation specifically, information management or accountability
- Excellent skill in MS Word, Excel, and PowerPoint
- Basic knowledge of data analysis practices and tools
- Knowledge of Kobo Tool Box is an asset
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

University degree in relevant field (development or social research preferably with a focus on monitoring and evaluation as well as compliance issues) or equivalent professional qualification.

3. ACCESS AND RAPID RESPONSE OFFICER

Main responsibilities

Programming & Operations

- Establish and maintain an emergency preparedness alert system in partnership with a network of focal points across the North West Region.
- Coordinate with RRM actors in North West as part of emergency preparedness, including IOM, OCHA and liaising with DRC.
- Secure humanitarian corridors and ensure safe delivery of assistance following a displacement of households as part of the RRM.
- Coordinate rapid needs assessments and rapid response interventions in collaboration with the Cash Officer and Protection Officer.
- Mobilize and train focal points on emergency preparedness, needs identification, and alert activation.
- Monitor and report on the evolving humanitarian situation, identifying gaps and proposing response activities aligned with donor project frameworks.

Coordination and representation

- Collaborate with relevant internal and external technical experts on sector relevant issues
- Represent the organization at meetings and other relevant technical coordination meetings, including RRM working groups/clusters
- Participate in capacity strengthening activities on RRM

Logistics/Finance

- Support the monitoring of financial commitments and expenditures against budgets and provide timely feedback on budget follow-up
- Plan and coordinate proactively logistics and movements of staff from and to different operational areas
- Initiate procurements and ensure their execution"

Reports to: Project Coordinator

Required experience and competencies

- Minimum 2 years of practical experience in sector area working for an NGO
- Field experience in access and rapid response
- Excellent skill in MS Word, Excel, and PowerPoint
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

Relevant university degree or equivalent professional qualification in social, management science etc

4. CASH OFFICER

Main responsibilities

Programming & Operations

- Ensure efficient and effective program implementation while following the budget and work plan
- Participate in preparing monthly/quarterly/annual highlights/reports for DRC and donors
- Lead the team in carrying out monitoring and evaluation exercises

Coordination and representation

- Collaborate with relevant internal and external technical experts on sector relevant issues
- Represent the organization at meetings and other relevant technical coordination meetings (Cash Working Group, Food Security Working Group)
- Ensure integration with Protection sector (promotion of Joint Assessments and joint implementation)

Logistics/Finance

- Support the monitoring of financial commitments and expenditures against budgets and provide timely feedback on budget follow-up
- Plan and coordinate proactively logistics and movements of staff from and to different operational areas
- Initiate procurements and ensure their execution
- Ensure distribution plans are prepared and shared with logistics in a timely manner"

Reports to: Project Coordinator

Required experience and competencies

- Minimum 2 years of practical experience in sector area working for an NGO
- Field experience implementing cash programs
- Excellent skill in MS Word, Excel, and PowerPoint
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

Relevant university degree (e.g. political science, international development, or economics) or equivalent professional qualification.

5. COMMUNICATIONS AND DATA OFFICER

Main responsibilities

COMMUNICATION

- Assist in planning, developing and implementing communication and visibility activities.
- Support project managers in developing communication and visibility plans for their projects.
- Be directly responsible for the day-to-day coordination and implementation of the communication and visibility plans for different projects.
- Provide support to development and production of project related visibility materials e.g., leaflets, banners, newsletters, thematic bulletins, photobooks, etc.
- Logistical assistance and support to programme staff in the organization of conferences and workshops and ensuring media coverage.
- Provide support in capturing photos and videos at different events.

DATA MANAGEMENT

- Oversee the development, implementation, and maintenance of data systems, including databases and data visualization tools.
- Data Analysis: Analyze data to inform organizational decision-making, identify trends, and measure project impact.
- Data Reporting: Develop and disseminate data reports to funders, board members, and senior management.
- Data Quality Assurance: Ensure data accuracy, completeness, and consistency across all data systems

Reports to: Project Coordinator

Required experience and competencies

- Excellent oral and written skills and demonstrated ability to write and develop strong communication and advocacy materials
- At least 2 years' experience working in communications and/or advocacy
- Experience working in an NGO
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

University Degree in communication, journalism or similar or equivalent professional qualification.

6. DRIVER

Main responsibilities

- Responsible for any vehicle he/she is driving, transporting authorized COMINSUD personnel on official duty and cargo to the points of destination. This includes collecting materials from projects and suppliers
- Pick and drop the assigned users of vehicle
- Drive safely the passengers, keeping in mind the security of passengers and belongings
- Assist passengers to load and unload personal or official belongings
- Fill out the vehicle logbook and ensure passenger signature for every trip
- Ensure the car is always at minimum half a tank and to refuel when necessary
- Responsible for the designated vehicles being representative and clean (interior as well as exterior) at all times
- Perform general check up on the cars (engine oil, brake oil, tire pressure, wiper fluid, radiator fluid, etc.) to make sure the car is road worthy in the morning
- Ensure all vehicle's equipment and tools are clean and in place
- Physical inspection of all COMINSUD-rented vehicles upon request by fleet manager
- Provide assistance in all procurement and supply requisitions of office and project equipment, supplies, materials, and furniture as tasked by Supervisor
- Other relevant task given by the supervisor
- Pick-up or delivery goods to or from the site
- Implement duties in line with the COMINSUD Code of Conduct and represent COMINSUD in a good way
- Respect of national driving laws"

Reports to: Project Coordinator

Required experience and competencies

- Proven driving experience in a similar position
- Knowledge of local area
- Technical expertise in basic vehicle repairs
- Punctuality and respect for rules and procedures
- Must be able to maintain high level of confidentiality regarding work-related information and data
- Knowledge of logistics and procurement
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Required education

- Valid driving license
- Truck/bus driving license (if relevant)

7. FINANCE AND ADMINISTRATION ASSISTANT

Main responsibilities

Financial support

- Verify that purchases have appropriate authorization and are signed by authorized team member.
- Assist Admin and Finance Officer in the closure of accounts at the end of month.
- Provide technical financial and administrative support to field staff.
- Support in the implementation of financial policies and procedures.
- Ensure transactions are properly recorded and entered into the appropriate accounting system.
- Support logistics in preparing monthly asset lists.
- Maintain financial files and records.
- Maintain the contract follow up on a monthly basis, and make sure all contracts are renewed, closed, or/and paid on time.
- Scanning and filing relevant financial documents including supporting documents

Cash control

- Complete the cash book on a daily basis.
- Act as cashier for payments to be processed and carry out cash distributions to the beneficiaries
- Monitor cash transfers and payments.
- Prepare monthly cash requests with field team and prepare weekly cash reports."

Reports to: Project Coordinator

Required experience and competencies

- Minimum 1 year's work experience with an international NGO or UN Agency
- Proficient use of MS Office, with advanced Excel proficiency, such as using pivot tables, developing macros, etc.
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Required education

Diploma in Business Administration, Finance or similar - or equivalent professional qualification.

8. FINANCE AND ADMINISTRATION OFFICER

Main responsibilities

Financial support

- Assist with preparation of the budget.
- Implement financial SOPs, policies and procedures.
- Establish, maintain and reconcile the general ledger
- Prepare and reconcile bank statements.
- Ensure data and transactions are properly recorded and entered into accounting systems.
- Prepare Income statements and balance sheets as needed.
- Assist with annual audit.
- Maintain financial files and records.
- Maintain contract follow up on a monthly basis, and make sure all contracts are renewed, closed, or paid on time.
- Filing, scanning, and sending monthly financial documents to country office.

Cash control

- Establish and maintain cash controls.
- Monitor cash reserves and investments.
- Prepare monthly cash requests and prepare weekly cash reports.
- Carry out cash and bank transactions for field offices.
- Cash Book registry update on a daily basis, and cash count on a weekly, and monthly basis with the Field coordinator or the project manager.

General administration

- Follow up on workers contracts, payments according to attendance, and any other related admin tasks.
- Provide technical support for field finance and administration staff.
- Assist logistics in preparing monthly asset list."

Reports to: Project Coordinator

Required experience and competencies

- At least 2 years of work experience with an international NGO in similar role
- Computer proficiency highly desirable, particularly the use of MS Excel
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Required education

University degree or equivalent professional qualification in Business Administration, Finance etc

9. GBV PROTECTION OFFICER

Main responsibilities

Programming & Operations

- Ensure efficient and effective program implementation while following the budget and work plan, with a specific focus on case management for GBV
- Participate in preparing monthly/quarterly/annual highlights/reports and proposals and budgets for donors
- Lead the team in carrying out monitoring and evaluation exercises

Coordination and representation

- Collaborate with relevant internal and external technical experts on sector relevant issues (Protection Sub-Cluster and GBV Area of Responsibility)
- Represent COMINSUD at meetings and other relevant technical coordination meetings
- Ensure integration with the food security sector
- Participate in general protection and GBV capacity strengthening activities facilitated by DRC

Logistics/Finance

- Support the monitoring of financial commitments and expenditures against budgets and provide timely feedback on budget follow-up
- Plan and coordinate proactively logistics and movements of staff from and to different operational areas
- Initiate procurements and ensure their execution"

Reports to: Project Coordinator

Required experience and competencies

- Minimum 2 years of practical experience in sector area working for an NGO
- Field experience in protection activities and proven experience in GBV case management
- Excellent skill in MS Word, Excel, and PowerPoint
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

Relevant university degree (e.g. political science, international development, or psychology) or equivalent professional qualification

10. GENERAL PROTECTION OFFICER

Main responsibilities

Programming & Operations

- Ensure efficient and effective program implementation while following the budget and work plan, including both RRM emergency protection response and community-based protection
- Participate in preparing monthly/quarterly/annual highlights/reports and proposals and budgets for donors
- Lead the team in carrying out monitoring and evaluation exercises

Coordination and representation

- Collaborate with relevant internal and external technical experts on sector relevant issues (Protection Sub-Cluster)
- Represent COMINSUD at meetings and other relevant technical coordination meetings
- Ensure integration with the food security sector
- Participate in protection capacity strengthening activities facilitated by DRC

Logistics/Finance

- Support the monitoring of financial commitments and expenditures against budgets and provide timely feedback on budget follow-up
- Plan and coordinate proactively logistics and movements of staff from and to different operational areas
- Initiate procurements and ensure their execution

Reports to: Project Coordinator

Required experience and competencies

- Minimum 2 years of practical experience in sector area working for an NGO
- Field experience in protection activities
- Excellent skill in MS Word, Excel, and PowerPoint
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Required education

Relevant university degree (e.g. political science, international development, or psychology) or equivalent professional qualification.

11. PROTECTION ASSISTANT

Main responsibilities

Administrative and technical support

- Carry out basic tasks within sector area (e.g. data collection)
- Support in the implementation of protection activities as per work plan
- Carry out administrative tasks
- Follow given work plans and guidelines"

Roles reporting to this position: No direct reports

Reports to:

Required experience and competencies

- Minimum 1 year of relevant work experience in protection sector
- Experience in administrative tasks
- Excellent IT skills
- Experience with following standard procedures and guidelines
- Advanced English proficiency
- Fluency in local language

Core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment."

Required education

Diploma or equivalent professional qualification.