



CARITAS Bamenda JOB VACANCIES

Terms of Reference (TOR)

CARITAS Bamenda is pleased to announce job vacancies.

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Job vacancy title [Position]

 Human Resource [1]

Background

CARITAS Bamenda is the specialized agency of the Bishops of the Church Province of Bamenda that is coordinating development and Humanitarian interventions.

Caritas in the Church Province of Bamenda has rapidly grown into the league of foremost development institutions in the NWSW. Clearly evident in her tracts is the increasing number of lives and communities that have been impacted or transformed through her interventions.

Leveraging the Church's structure CARITAS Bamenda serves as the umbrella organization for all the Diocesan Caritas of the Church in the Ecclesia Province through which the implementation of development-oriented programs and humanitarian interventions are carried out.

CARITAS Bamenda is also a member of Caritas Cameroon and Caritas Internationalis that share a common mission and have literally touched every part of the world over the last century.

CARITAS Bamenda is hiring the services of both men and women that are of working age into the following managerial/responsibility positions for the implementation of the above objectives of this project in the North West and South West Regions of Cameroon.

Job Opening 1

Job title:	Human Resource
Duty station:	CARITAS Bamenda
Status:	Hiring
Duration:	12 months (renewable)
Contract type:	Fixed term

Department/General Position Summary

Relates with all organs and offices of CARITAS Bamenda at different levels, ensuring necessary human resources and support systems are in place for the rapid and effective mobilization and management of personnel.

Essential Job Functions

The responsibilities of the HRM are referenced under the different bolded key sections thus:

- **Human Resources systems:** Develop, Review and/or update human resource and administrative policies and procedures (compliant with CARITAS Bamenda) and ensure they are effective, efficient, fair and transparent, and promote equal opportunities; Ensure policies are compliant with the People in Aid Code and any other relevant international legal instruments; Develop, Review and or Update human resource policies and procedures for recruitment and management of national staff (terms & conditions of employment, grades, steps & positions, salary structure, benefits, disciplinary procedures, termination); Ensure compliance with local labor laws and coordination with local counterpart, UN and NGO agencies; Conduct regular field travel to project offices to review human resources and administrative procedures and assist/ support managers in their needs or ascertain human resource requirements; Appropriately support all emergency personnel as required, Ensure a complete orientation package is in place and that all staff are oriented on time.
- **Recruitment and staffing:** Assess staffing needs as required; Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations; Liaise with all CARITAS Bamenda members and Project Coordinators to coordinate the timely and effective recruitment of emergency personnel; Prepare job descriptions, terms of reference and submission of personnel requisitions in coordination with Project Director and Project managers; Prepare regular recruitment tracking reports; Ensure pertinent organigrams, contact lists, and information flow lines are constantly updated and widely shared.

- **Administration:** Organize as necessary visa applications/ immigration clearance procedures for international staff (if applicable); Establish and maintain personnel files; Ensure all emergency data forms are filled and safely filled; Coordination of performance and talent management.
- **Staff development (wellbeing):** Assess training and development needs of staff and provide appropriate induction and orientation, training, supervision and support as required; Ensure all staff, international and national, always have adequate access to HR/Administrative policies and procedures; Monitor and uphold staff conduct and discipline and organize regular performance evaluations of all staff; Ensure that exit interviews/ debriefs are prepared at the end of service; Ensure staff have time to relax ,and have fun to manage their stress in a safe and comfortable environment; Ensure staff have access to regular meals and health care as necessary; Liaise with lead member to ensure services in support of wellbeing such as counseling are made available.
- **Financial Management Work closely with the Finance Manager/controller:** Ensure operational plans and budgets include a plan for human resources and reflect CARITAS Bamenda responsibilities for staff management, training, support, security and well-being; Assist in the establishment of a payroll structure and payment procedures for national and international (if applicable) staff.
- **Safety and Security Work closely with and provide support to the Security Officer/Manager:** Ensure all personnel have received briefing on country or regional security threats, medical and emergency evacuation procedures; Ensure that security measures are practiced and enforced to maintain as possible a safe and secure working/ living environment for CARE staff; Ensure staff know how to identify health risks in the region, how to protect against illness, injury and stress, and how to obtain support or medical treatment; Initiates and oversees the implementation of a Psychological Support Program; Ensure that managers maintain records of work-related injuries, accidents, security incidents and fatalities; Ensure all staff understand individual and collective responsibilities for safety and security.

Success Factors

- Ability to take initiative where appropriate to deal with difficulties encountered in daily work.
- Ability to adapt, change priorities according to the changing situation within a mission or the organization.
- Ability to work within a fluid situation (changes within the team, location of programs, etc.)
- Ability to conduct work in a professional and mature manner.

- Ability to deal with relations with local authorities as a representative of CARITAS Bamenda and Ecclesia authorities
- Ability to manage staff in a mature and impartial manner.
- English and Pidgin English language proficiency
- Self-motivated, results-driven and excellent sense of organization.
- Excellent written and oral communication skills.
- Flexible and able to work well under pressure.
- Capable of working collaborative with team members to achieve results.
- Relates and works well with people from different cultures, genders, religions and backgrounds.

Knowledge And Experience

- A University degree in human resource management or business, public administration, information management, statistics, sustainable development, social sciences, education or related area. Advanced University degree in any of the above fields is an asset
- A minimum of 5 years of progressively responsible experience in project/programme management, administration or related area.
- Strong analytical skills and sound judgment.
- Solid computer skills including proficiency in Microsoft Office (Word, Excel, Power-point), Microsoft Outlook and Internet/Intranet resources are highly desirable.
- Basic understanding of Enterprise Resource Planning (ERP) systems. Further knowledge in Systems Application and Products (SAP) and Oracle People Soft is an asset.
- Good knowledge of human resources databases is desirable.
- The selected candidate will exhibit a keen interest in the work of the CARITAS Bamenda and the achievement of the Sustainable Development Goals, as well as a strong commitment to the ideals of the UN Charter.
- Ability to speak and write many languages with English/Pidgin inclusive is of added advantage.

DEADLINE

Posted: 5th March 2022

End date: 15th March 2022

HOW TO APPLY

Forward a typed copy of **motivational letter, Resume (curriculum vitae) and work attestation** to the Human Resource via the email address caritasnsw2022@yahoo.com [and the job title you applying for should be concisely written in the subject space of the email e.g. **Subject: APPLICATION FOR THE POSITION OF HUMAN RESOURCE MANAGER**] **OR** deposit hard copies of the listed documents at the **Human resource office** of CARITAS Bamenda Head Office Cathedral Big Mankon – Bamenda Archdiocese.

NOTE: Only shortlisted Candidate shall be informed by email a week after the application dateline.