



Caritas Bamenda
NWSW

CARITAS Bamenda NWSW JOB OFFER

Terms of Reference (TOR)

CARITAS Bamenda NWSW is pleased to announce a job Offer.

CARITAS Bamenda NSW 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 NSW. 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 NSW 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 NSW 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.

In this light, CARITAS Bamenda NSW is hiring the service of MEAL/IMO officer to provide in timely manner information and advanced data management services in achieving her goals in the North West and South West Regions of Cameroon.

CONTEXT:

The crisis in North West and South West Regions of Cameroon which is over six (6) years running has not only resulted in multiple population displacements within the two regions, but has also led to displacements to neighbouring West and Littoral regions of the country. The August 2021 Multi-Sectoral Needs Assessment (MSNA) conducted by OCHA/IOM reports some 513,757 displaced individuals in both regions. The current situation also indicates that there are some 433,596 IDPs returnees, of whom a number of them are from Nigeria.

This project therefore targets 11,000 conflict affected men and 13,400 women in seven (7) out of 13 administrative Divisions that make up the North West and South West Regions of Cameroon. It is estimated that 30% of host community will be targeted, with the distribution of 4400 Shelter Kits and 4400 Core Relief Items to our Persons of Concern; Internally Displaced Persons and Returnees in 2022.

Most of the time, families, particularly women are at high risks due to their shelter conditions. This has greatly affected their Dignity, Privacy, Livelihood, Health, Safety, Protection and Community life.



It is within this backdrop that Caritas Bamenda NWSW, in collaboration with United Nations High Commissioner for Refugees, is implementing the project 'Emergency Shelter, Core Relief Items and Livelihood Support to IDPs in the North West and South West Regions of Cameroon' in some target communities in Boyo, Donga-Mantung, Menchum, Mezam Divisions of the North West, and Fako, Manyu and Meme Divisions of the South West Regions of Cameroon following specified standards.

To effectively execute this task, Caritas Bamenda NWSW is recruiting the services of qualified men and women as Community Volunteers and Distributions to support the implementation of project activities at the level of each target community where this intervention will be carried out.

This ToR therefore lays down the conditions under which Caritas Bamenda NWSW is hiring the services of both men and women who are of working age into the following managerial/responsibility position for the implementation of the above mentioned project in the North West and South West Regions of Cameroon for a period of six (6) months; 1st July to 31st December 2022.

Job Offer

Job title:	Livelihood Project Officer
Duty station:	North West and South West Region, Cameroon
Status:	Hiring
Duration:	5 Months
Contract type:	Full time

Job Summary

Under the direct supervision of the Project Manager, the Livelihoods Project Officer will be responsible for coordinating and overseeing the implementation of the livelihood component of the UNHCR funded project, and to ensure project deliverables are met. The Livelihood Officer will provide timely, accurate, reports to the project manager, and he/she will be responsible to ensure quality programming and monitoring of the project components, working closely with community leaders, members and the project team.

ROLES AND KEY RESPONSIBILITIES:

- Oversee the implementation of livelihood-related components of project to ensure the delivery of all the targets with desired results.
- Develop and provide technical support in livelihood resilience development activities.
- Preparation of terms of reference, concept notes, action plan, identifying appropriate implementation modalities so as to operationalize activities;



- Take lead in the identification and selection of vulnerable Persons of Concern (PoCs) from host communities to benefit from the project.
- Constitute Identified PoCs into community livelihood groups and facilitate their legal registration where necessary.
- Develop tools and materials for project implementation.
- Develop a detailed implementation plan for the project.
- Plan, coordinate and organize livelihood specific activities in the field.
- Facilitate spot checks of the implemented activities at the field level.
- Assess project performance to identify success factors and incorporates best practices into project work.
- Provide inputs and feedback to reporting; ensure systematic documentation and filing.
- Support MEAL activities by designing and improving the evaluation of livelihood programming, beneficiaries' satisfaction surveys and PDM.
- Support the project manager with any internal and external reporting in a timely manner.
- Annual review of progress towards project objectives;
- Take lead in documentation and sharing of Impact/success stories and best practices to promote learning.
- Perform any other related duties as may be assigned.

BASIC QUALIFICATION AND EXPERIENCE:

- A Bachelor's degree in Agriculture or Economics or Sociology/Anthropology, or relevant Social Science field.
- At least 3 years of field experience in implementing and managing sustainable livelihood projects is required.
- Experience working on livelihood projects in partnership with international, national and local NGOs is preferred.
- Time management and problem-solving skills.
- Excellent facilitation skills and ability to deliver briefing/trainings.
- Ability to take initiative, a team leader able to work with minimum supervision.

SKILLS AND ABILITIES:

- Candidate should have excellent communication skills that include report writing, presentation, documentation, consultation and facilitation.
- Position requires knowledge of data storage and analysis, computer programs like, MS Word, MS Excel, and MS Power applications.
- The position also requires competence in both qualitative and quantitative approaches.



- Ability to increase community participation and contribution in humanitarian projects.
- Fluent in English, and a mastery of Pidgin English/Local languages

DEADLINE

Posted: 28th July 2022

End date: 10th August 2022

HOW TO APPLY

Forward a typed copy of *motivational letter, resume (Curriculum Vitae), List of 3 References and their contacts, relevant supporting documents and work attestations* to the Human Resource via the following email address caritasnsw2022@yahoo.com, specifying **APPLICATION FOR POSITION OF LIVELIHOOD PROJECT OFFICER** in the subject line.

Or submit hard copies of the listed documents at the:

1. **Human Resource Office of Caritas Bamenda**, Cathedral Parish Big Mankon - Archdiocese of Bamenda.
2. **Caritas Bamenda NSW Buea Office**, Behind Divine Mercy Co-Cathedral Molyko - Diocese of Buea. P. O. Box 64.

NOTE: Only shortlisted Candidates shall be informed by email.

