






# CARITAS Bamenda JOB VACANCIES

Terms of Reference (TOR)



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### Job vacancy titles [Positions]

-  Project Officer livelihoods (Poultry) [1]
-  Procurement/Finance Assistant [1]
-  Project Assistant Livelihoods (Poultry) [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 Bamenda forms part of the confederate of Cameroon National Caritas Network. From the founding of the first Caritas in Germany in 1897, to the setting up of Caritas Internationalis in 1951, until today, Caritas has a rich history of listening respectfully to the suffering of the poor and giving them the tools to transform their own lives. The deep moral and spiritual principles of dignity, justice, solidarity and stewardship still guide Caritas today. The mission of Caritas is improving the well-being of the poorest and most vulnerable people with special focus on humanitarian assistance to internally displaced due to the conflict in the North West and South West Regions of Cameroon. Caritas Bamenda works with partner organizations to strengthen policies and programs to reduce poverty, hunger, gender and social inequity and environmental degradation.

Caritas in the Church Province of Bamenda has rapidly grown into the league of foremost development institutions in Cameroon. 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 Ecclesiastical 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 Region of Cameroon.

## Job Opening 1

Job title: Project Officer Livelihoods (POL)  
Duty station: CARITAS BAMENDA  
Status: Hiring  
Duration: 12 months  
Contract type: Fixed term

### Job Summary

CARITAS Bamenda in partnership with Catholic Relief Services (CRS) is seeking a qualified, experienced, and highly motivated **Project Officer - Livelihoods (POL)** who will facilitate the achievement of project objectives through coordinating, monitoring and reporting on livelihoods activities and providing technical guidance and advice to staff and partner(s). Working towards achieving Caritas Bamenda's mission in serving the poor and vulnerable. You will play a critical role in coordinating with the program managers, the project team and other stakeholders to facilitate high-quality implementation of livelihoods activities in the field. Your coordination, technical, and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

### Department Summary

Under the supervision of the Programs manager, the Project officer will dedicate 100% of his/her time Organizing and leading the implementation of all livelihoods project activities as outlined in the detailed implementation plan in line with the **Anglophone Crises Emergency Response (ACER) project** program quality principles and standards, donor requirements, and good practices. This will include appropriate targeting of livelihoods participants for poultry production, development and coordination of technical trainings, quality control of poultry inputs to be provided to participants, monitoring of livelihoods outcomes, and provision of technical support to ensure strong accompaniment to poultry participants.

### General Position Summary

The POL is responsible for planning, monitoring and evaluating assigned tasks of project activities in relation to poultry. H/She shall carry out managerial responsibilities of overall project activities throughout the whole implementing period of the project. The POL will be responsible for supervising all activities



and ensure that the project is on the right track, achieving the planned targets, and indicators and performing all the respective activities.

### **Essential Job Function**

- Support project delivery on time and within the plan, budget, and expected quality.
- Ensure clear role and responsibilities/tasks are assigned to staff members.
- Represent the organization with humanitarian coordination mechanisms, UN agencies, other I/NGOs, and relevant local government and community actors.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project monitoring and evaluation activities. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Maintain and strengthen working relationships with all local project stakeholders and serve as a liaison between them and the project team to mobilize local actors and promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures.
- Identify technical assistance needs of the organization and coordinate capacity building and technical support activities to ensure livelihoods project activities are implemented per project guidelines and standards.
- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure project documentation and reporting for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.
- Advocate, support and deliver CARITAS BAMENDA project objectives and expected deliverables to the staff, stakeholders and beneficiaries.
- Ensure project legal documents are completed, signed, and archived.
- Improve, strengthen partner/donors' partnership & relationships.
- Double check quality of the reports from the field offices, study the outputs/outcomes for consistency and relevance.
- Agree and establish clear reporting and communication lines
- Work on developing and reviewing the project strategy in coordination with the concerned Program, cluster, and local authorities at governorate and divisional level as well as target communities.
- Coordinate and communicate along with the relevant local authorities at Regional and Divisional level, and representatives of target communities within the project framework, ensuring their meaningful participation to respond to the local community's needs based on project, cluster and donor standards.



- Represent CARITAS BAMENDA and be active member in several meetings and events related to the project, and report, update information to the related line Managers
- Support M&E to develop project activities, assessment, and studies tools under supervision of related program manager and M&E unit.
- Responsible for targeting and registration of target populations and identifying project sites/locations in agreement with related local authorities and target community committees' representatives based on project description, and related cluster and donor approach
- Conducts himself/herself both professionally and personally in such a manner as to bring credit to CARITAS BAMENDA and to not jeopardize its humanitarian mission.
- Work closely with line managers and all project related staff to ensure rigorous accountability at all levels
- Perform any other relevant duties, as required.

### **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.
- 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**

- Master's degree in Agriculture, or Livestock or Agri -Business or equivalent and relevant field. With a minimum of 2 years relevant experience in a Humanitarian emergency response or managing projects, 1 year required experience in livelihoods (poultry) interventions.
- A Bachelor's degree in Agriculture or Livestock or Agri -Business or Equivalent and relevant field. With a Minimum of 4 years of work experience in



humanitarian or development project support, 2 years required experience in livelihoods (poultry) interventions.

- Additional experience may substitute for some education.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems
- Experience with project management cycle, budgets, and donor requirements.
- Attestation of previous exposure or experience in a humanitarian setting.
- Excellent interpersonal and representative skills (written, oral, cross – cultural).
- Experience working with governments, UN bodies, INGOs and local NGOs.
- Experience in donor relation.

## Job Opening 2

Job title: Procurement/Finance Assistant  
Duty station: CARITAS BAMENDA  
Status: Hiring  
Duration: 12 months  
Contract type: Fixed term

### Job Summary

CARITAS Bamenda in partnership with CRS is seeking a qualified, experienced, and highly motivated **Procurement/Finance Assistant** who will facilitate the achievement of project objectives through sound and honest financial processes, offering professional and procurement support to the **ACER project**, monitoring and reporting on gaps in management and providing technical guidance and advice to staff and partner(s). working towards achieving Caritas Bamenda's mission in serving the poor and vulnerable. You will play a critical role in operations support with the project team and other stakeholders to facilitate high-quality implementation of activities. Your abilities, technical, and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

### Department Summary

The successful candidate of this position will be under the direct supervision of Operations and Finance Officer.

### General Position Summary

Under the direct supervision of the Operations/Finance Officer, the Procurement/Finance Assistant will be responsible for procurement activities and support financial processes of the Project, maintaining proper accounts and coordinating logistics alongside the day-to-day administrative support functions, which may include supervision and execution of administrative and accounting tasks of the Programme as assigned.

### **Essential Job Functions**

- Treat issues related to fast-tracking of financial and accounting transactions, including the processing of funds payment requests from/to the Programme.
- Serve as primary expert in dealing with activities related to financial management, such as budget, banking, procurement, accounting, financial reporting and controls, recruitment, HR Evaluation and audit and risk management processes, etc.
- Responsible for ensuring sound cash-flow management and funds availability for programme activity implementation based on approved work plan and budgets.
- Provide guidance and support to Programme Personnel with respect to the financial and administrative operations and services, and ensure that all pertinent rules and regulations are respected
- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors.
- Monitors status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to the organization and field visits, verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produces tender documents (e.g., Invitations to Bids, Requests for Proposals and Requests for Quotation or EOIs) based on the nature of requirements and cost of procurement involved.
- Prepares abstracts of offers and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Operations /Finance Officer.
- Finalizes purchase orders and contracts for approval by the Budget holders; may authorize purchases in line with delegated signature authority.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual rights and obligations.





- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
- Drafts routine correspondence.
- Provides guidance to less experienced staff on general office processes and performs other duties as assigned
- Assist in administering, controlling the disbursement of funds within the approved budgetary allocations, in accordance with established regulations and procedures and within the established delegation of authorities.
- Prepare payroll statements, allowances, travel claims and other payments to the Programme Personnel, vendors and other claimants.
- Keeps and maintain cash and bank books and reconciliation with bank statements, including periodic control of disbursements and balancing of books and ledgers.
- Prepares monthly bank Reconciliation statements, Maintains and accurate cash book and ledger accounts.
- Manages the petty cash and effect disbursement in accordance with the petty cash policy. Adheres to the finance and procedure policy guidelines
- Assist in administering and managing the logistics and service contracts with service providers such as travel agents, hotels, catering services, office suppliers and equipment, etc.
- Maintain a comprehensive physical asset registry for all program properties, and by donor and funding sources, and lead the annual assets inventory exercise for the ACER project
- Perform other related duties, as assigned by Finance/operations officer or the management and direct Supervisor.

## **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
- Ability to manage local 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 collaboratively with team members to achieve results.
- Relates and works well with people from different cultures, genders, religions and backgrounds.

## KNOWLEDGE AND EXPERIENCE

- Applicant should possess Bachelor's Degree or equivalent in finance, business studies, commerce, general management or related fields.
- Minimum of 3 years' experience in handling the Finances, or operations or Procurement management functions for National and international donor institutions - Experience in procurement operations. Experience in humanitarian operations.
- Experience in donor relationship management.
- Knowledge of computer applications and financial accounting
- Knowledge of financial management and accounting software's
- Fluency in English and ability to work in a team and independently.

### Job Opening 3

Job title:	Project Assistant Livelihoods (PAL)
Duty station:	CARITAS BAMENDA
Status:	Hiring
Duration:	12 months
Contract type:	Fixed term

### Job Summary

CARITAS Bamenda in partnership with CRS is seeking a qualified, experienced, and highly motivated **Project Assistant - Livelihoods (PAL)** who will facilitate the achievement of project objectives through coordinating, monitoring and reporting on livelihoods activities and providing technical guidance and advice to staffs working towards achieving Caritas Bamenda's mission in serving the poor and vulnerable. You will play a critical role in assisting the Project officers with the program managers, the project team and other stakeholders to facilitate high-quality implementation of livelihoods activities in the field. Your abilities, technical, and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve

### Department Summary

The Project assistant livelihood (PAL) is answerable to the office of the project Officer Livelihoods. The PAL will be responsible for community sensitization, mobilization, formation of community committees and facilitation in the implementation of livelihoods activities with target communities. livelihoods assistant will also work closely with community mobilizers and enumerators.

### **General Position Summary**

S/he will have the overall responsibility for implementing the project; ensuring that the project meets satisfactory and adequate results; prepare timely and accurate progress reports for the project for submission to listed above offices.

### **Essential Job Functions**

- Go to the field and carryout field sampling of vulnerable/target populations in the project demarcated sites.
- Compose the responsible team for the active search of Participant that will follow the project's selection protocol.
- Apply questionnaires at the request of the Programme Coordination.
- Visit and assist the selected participants at the request of the Programme Coordination.
- Participate in local meetings as requested.
- Perform other duties which may be requested by the supervisors.
- Elaboration and delivery of a Monthly Activity Report in a timely manner.
- Carryout administrative tasks related to trips while on field work.
- Data entry after sampling trips.
- Assist in other tasks within the scope of the project as needed.
- Assist in research activities and participate in meetings/training relevant to related to activities of the project.

### **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 NSW
- Ability to manage local 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

- Applicant should be a holder of first degree in, social sciences, project management, Agriculture, Livestock, Civil engineering, International Development, Law or other related fields. Work experience is of added advantage.
- At least one-year proven experience of livelihoods program implementation or community engagement in emergency.
- Proven abilities to work with the less privilege, IDPs and host communities.
- Strong organizational and planning skills with ability to work independently as well as a team player, under stress.
- Should have strong and proactive interpersonal communicative skills.
- Experience in team leadership and participatory management.

### DEADLINE

**Posted: 18<sup>th</sup> February 2022**

**End date: 4<sup>th</sup> March 2022**

### HOW TO APPLY

*Forward a typed copy of **motivational letter, Resume (curriculum vitae), 3 references, relevant supporting documents and work attestations** to the Human Resource via the following email addresses [caritasbhr@gmail.com](mailto:caritasbhr@gmail.com) and [bcaritas2020@gmail.com](mailto:bcaritas2020@gmail.com) an Specifying in the subject line the position for which the application is intended OR deposit hard copies of the listed documents at the*



***Human resource office of CARITAS BAMENDA Office Cathedral Big Mankon – Bamenda Archdiocese. Or by post via the following addresses***

***P O Box 82 Bamenda, Archdiocese of Bamenda.***

*Incomplete applications and those send after the deadline shall not be considered*

*Women are encouraged to apply.*

***Disclaimer:*** *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

***NB:*** *Only shortlisted persons will be contacted.*