VOLUNTEER OFFER, FEBRUARY 2020

Local Youth Corner Cameroon (LOYOC) is a national, non-governmental, non-profit making, youth-led and youth-centered organization working with young people to build peace and prevent youth radicalisation, instrumentalisation and violent extremism. LOYOC seeks to build the young people, build peace and prevent youth radicalism and violent extremism through, training, peer to peer education, sports, policy recommendations and research, etc and create an enabling environment for young people to exercise their full potentials.

We are an equal opportunity employer and we are currently looking for young people with passion for peacebuilding and with competencies in Finance and Projects management, who are based in Yaoundé.

AVAILABLE VOLUNTEER POSITIONS (2) TWO

1. FINANCE OFFICER

Title: Finance Officer (1 position)
Reports to: The Finance Coordinator
Type: Full Time Volunteer
Location: Yaoundé

Job Summary
The Finance Officer will principally be assisting with organisation/project invoices and budget preparations and update internal systems with financial data.

Primary responsibilities

- Maintenance of accounts; both receipts and payments and to see that all relevant records are maintained properly.
- Analyse finances and develop budgets that will keep the organisation’s costs down.
- Exercise supervisory control over inter departmental transactions including free transfer of stores and to see that prompt action is taken to accept the credits or debits raised by other departments.
- Conduct internal audit and draft all financial reports.
- Manage the preparation and publication of departmental and organization financial documents
- Collaborate with management on development and execution of funding strategies
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles
- Keep accurate records for all daily transactions
- Prepare balance sheets
- Record accounts payable and accounts receivable
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
• Track bank deposits and payments
• Assist with budget preparation
• Review and implement financial policies

**Job Specifications/Requirements**

• BSc Degree or Diploma in Finance, Accounting, Economics or any other related fields
• Must be a youth between 15 and 30 years
• Solid knowledge of financial and accounting procedures
• practical knowledge using financial software
• Advanced MS Excel skills
• Knowledge of financial regulations
• Excellent analytical and numerical skills
• Sharp time management skills
• Strong ethics, with an ability to manage confidential data
• Have strong communication skills, possess leadership skills, flexible possess internet skills. • Must be fluent in English. Basic knowledge of the French language is an advantage.
• Ability to understand, communicate and manage complex cross-functional issues.
• Demonstrate excellent interpersonal skills and a willingness to communicate with individuals at all levels.

2. **PROGRAMME ASSISTANT**

**Title:** Programme Assistant (1 position)
**Reports to:** The National Coordinator
**Type:** Full Time Volunteer
**Location:** Yaoundé

**Summary**

The programme assistant works with the programme department and principally contributes to the design, implementation, monitoring, evaluating and reporting projects for the organisation. He/she will also be responsible for evidenced-informed research related activities aimed at informing policy at governmental and non-governmental levels.

**Key Responsibilities**

• Scout for available project funding and design project proposals that meet the organisation’s core values.
• Assist in the implementation, monitoring and evaluation of projects.
• Carry out evidenced-based research on given peace building thematic.
• Delegate project tasks based on other staff members’ individual strengths, skill sets and experience levels.
• Track project performance, specifically to analyse the successful completion of short and long-term goals.
• Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
• Develop comprehensive project plans on specific projects and share with other team members.
• Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
• Perform risk management to minimize project risks.
• Carry out field research and consultations.
• Report to management as often as necessary.
• Perform other related duties as assigned.

Key skills and Competencies

• Project writing and management.
• Ability to do desk and field research
• Critical thinking and analyses.
• Data analyses.
• Microsoft packages (Word, Excel, PowerPoint, and Publisher).
• Google Packages (Doc, Sheets, Forms).
• Project planning.
• Coaching.
• Email usage.
• Project supervision.
• Strategic Communication.

Job Specifications/Requirements

• Bachelor's Degree or Diploma in appropriate field of study or equivalent work experience in project and research.
• Passion for Peacebuilding
• Proven experience in project writing and management
• Excellent written and verbal communication skills
• Strong working knowledge of Microsoft and Google packages.
• Must be a youth between 15 and 30 years
• Good analytical skills.
• Sharp time management skills.
• Strong ethics, with an ability to manage confidential data.
• Have strong communication skills, possess leadership skills, flexible, and possess internet skills.
• Must be fluent in English. Basic knowledge of the French language is an advantage.
• Ability to understand, communicate and manage complex cross-functional issues.
• Demonstrate excellent interpersonal skills and a willingness to communicate with individuals at all levels.
Interested Applicants meeting the above requirements should submit a motivation letter and curriculum vitae by email only to:

info@loyocameroon.org addressed to the Human Resource and Administrative Officer, Local Youth Corner Cameroon not later than 28th February 2020. Any application submitted after the deadline shall not be considered.

NB: Only short-listed candidates will be contacted…

GOOD LUCK