



# LOCAL YOUTH CORNER CAMEROON

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REG N° 000850/RDA/J06/BAPP

*Motto: Working Together for a Common Good and a Peaceful Society*

## JOB OFFER, SEPTEMBER 2021

Local Youth Corner Cameroon (LOYOC) is a youth-led and youth-centred organization working with young people to build peace and prevent youth radicalisation, instrumentalisation and violent extremism. The organisation focuses on promoting the empowerment of young people (males and females) in the domain of peacebuilding, as well as preventing and countering violent extremism and sustainable development. As a youth led organisation, we apply a Positive Youth Development Approach that strengthens the assets/skills, sense of agency, opportunity for contributions, and the enabling environment for youth.

LOYOC has designed an innovative 12-month project which seeks to contribute in building sustainable peace in the North West and South West Regions of Cameroon through building a collaborative space between and among young people from different walks of life in order to better engage them to work with their communities and with other stakeholders for peace in the regions. We will combine capacity building, collaboration activities, and create space for dialogue and trust building among and between young people.

LOYOC is therefore, currently looking for two young people with passion for peacebuilding and development and with competencies in Project Management and Research who are based in **Buea and Bamenda respectively**. Application is open for both internal and external candidates who meet the requirements.

### **AVAILABLE POSITIONS: TWO (2)**

#### **1. PROJECT OFFICER**

**Title: Project Officer (1 position)**

**Reports to: The Project Coordinator**

**Type: Full Time**

**Location: Buea**

#### **Job Summary**

**Key Focus:** Project management, reporting and budget management, research and manual design.

#### **Primary responsibilities**

- Track project performance, specifically to analyse the successful completion of short and long-term goals of the project;

- Develop comprehensive project plans together with the project Coordinator and share with other team members on a timely manner;
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- Produce quality narrative reports, success stories, testimonials, analyses of the progress of the implementation of activities in the field, and the results achieved by the action;
- Work with the project coordinator to develop project activities methodology and ensure they are implemented following relevant policies in place and respecting LOYOC core values;
- Work with Project Coordinator to monitor project expenditure and produce monthly expenditure reports;
- Assist in facilitating the collaboration between the young people, government institutions and communities for smooth project implementation;
- Prepare monthly, quarterly and annual narrative reports of the project and submit them through the project manager;
- Facilitate meetings with other civil society organizations and other relevant partners in order to smoothen the ways for better implementation of the project in the region;
- Work with the finance administrator to prepare project data files of stakeholders and relevant civil society groups;
- Provide relevant documentation and reports of all meetings, workshops or any other relevant activity of the project to the Project Coordinator;
- Provide technical inputs in the preparation of training materials and manuals whenever required;
- Carryout timely and regular field visits to the localities where project is being implemented;
- Support the M&E Team by collecting and providing data per project activities and ensuring projects are implemented according to plan;
- Facilitate the preparation of project budgets based on ground requirements and share with the Project Coordinator;
- Ensure project funding allocation is strictly followed during implementation;

### **Job Specifications/Requirements**

- Master's Degree in Social Sciences, Project Management, International Development or any other related fields, OR a First Degree with at least 3 years of proven experiences in peace and development work.
- **Must be a youth between 18 and 32 years.**
- Demonstrate at least 3 years of experience working on project management in peacebuilding and violence prevention
- Must fully understand and master the conflict dynamic of the project area
- 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. Working knowledge of the French language is also very important.
- Demonstrate excellent interpersonal skills and a willingness to communicate with individuals at all levels.

## **PROJECT/RESEARCH OFFICER**

**Title: Project/Research Officer (1 position)**

**Reports to: The Project Coordinator**

**Type: Full Time**

**Location: Bamenda**

### **Summary**

The project/research Officer works with the project team and carryout all research related tasks such as baseline surveys and data collection and analyses throughout the project cycle.

### **Key Responsibilities**

- Carryout baseline study for the project;
- Contribute to strategic planning and project monitoring within the project;
- Lead all research carried out for the success of the project;
- Provide timely reporting to the project officer and coordinator to meet reporting requirements;
- Assist in ensuring project implementation in on schedule;
- Carryout evidenced-based research on given thematic to support the project implementation;
- Assist in the designing policy brief and statements;
- Assist in the design of training manuals and the facilitation of PiO activities in the field.
- Travel to project sites as often as necessary;
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.

### **Key skills and Competencies**

- Project management;
- Ability to do desk and field research;
- Critical thinking and analyses;
- Data collection and analyses;
- Microsoft packages (Word, Excel, PowerPoint,);
- Google Packages (Doc, Sheets, Forms);
- Project planning;
- Internet and Email usage.

## **Job Specifications/Requirements**

- Degree or Higher Diploma in Project Management, Social Science or equivalent including a minimum of at least 2 years work experience in project management and research.
- Two years' experience working on Peacebuilding and community development
- Must be a youth between 18 and 32 years
- Good analytical skills.
- Strong ethics, with an ability to manage confidential data.
- Must be fluent in English. Basic knowledge of the French language is an asset.

Interested Applicants meeting the above requirements should submit a motivation letter and curriculum vitae by email only to:

[info@loyocameroon.org](mailto:info@loyocameroon.org) addressed to the Human Resource Manager, Local Youth Corner Cameroon not later than **17<sup>th</sup> September 2021**. Any application submitted after the deadline will not be considered.

**NB: Only short-listed candidates will be contacted...**

**GOOD LUCK**