



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, NOVEMBER 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, opportunities for contributions, and the enabling environment for youth.

LOYOC has designed an innovative 12-month project to contribute to achieving sustainable peacebuilding on sports and leisure activities as a key tool to provide safe spaces for dialogue, peer to peer learning and critical thinking, youth leadership, social cohesion, influence attitude and life skills (teamwork, tolerance, respect) that can make these young people resilient to ideological exploitation and lured of extremist violence.

We will combine capacity building, collaboration activities and organise sports events that promote dialogue and reconciliation. The project will take place in Douala, in the Littoral region of the country under the direct supervision of the program office in Buea, Southwest Region of Cameroon.

LOYOC is, therefore, currently looking for two young people with a passion for peacebuilding and development and with competencies in Project Management and Research, sporting activities engagement and who are based either in/or around **Buea OR Douala**.

AVAILABLE POSITIONS: TWO (2)

1. PROJECT OFFICER

Title: Project Officer (1 position)

Reports to: The Programmes Coordinator

Type: Full Time

Duration: 12 Months

Location: Buea/Douala

Job Summary

Key Focus: Project management, reporting and budget management, research and planning.

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 Programme Coordinator and share with other team members in 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 Programme Coordinator to develop project activities methodology and ensure they are implemented following relevant policies in place and respecting LOYOC core values;
- Work with Programme 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 Programme Coordinator;
- Provide technical inputs in the preparation of training materials and manuals whenever required;
- Carry out timely and regular field visits to the localities where the 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 Programme Coordinator;
- Ensure project funding allocation is strictly followed during implementation;

Job Specifications/Requirements

- Master's Degree in Social Sciences, Project Management, International Development, Development Studies 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 dynamics 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.

SPORTS SPECIALIST

Title: Sport Specialist (1 position)

Reports to: The Programme Coordinator

Type: Full Time

Duration : 6 Months

Location: Buea/Douala

Summary

The Sports Specialist works with the project team and support the implementation of the sports jamboree. He will focus on strengthening collaboration with different sporting stakeholders and influencers.

Key Responsibilities

- Communicate the importance of sports as a tool to promote, peace, tolerance, respect with reference to the Technical Guide on Preventing Violent Extremism, through Sports;
- Contribute to strategic planning and project monitoring within the project;
- Assist in establishing a community task force for sport as a tool to prevent violent extremism;
- Contribute to the creation of a platform for social cohesion and dialogue through sporting jamboree;
- Provide timely reporting to the project officer and coordinator to meet reporting requirements;
- Assist in ensuring project implementation is on schedule;
- Lead the process of setting the pace for the organisation of annual sporting jamboree for peace and dialogue between and among IDP and host communities;
- 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 plan and coordinate sporting activities;
- Critical thinking and analyses;
- Ability to strategies;
- Microsoft packages (Word, Excel, PowerPoint,);
- Google Packages (Doc, Sheets, Forms);
- 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.
- Two years' experience working on Peacebuilding and community development with the use of sports and other recreational activities;
- 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:

recruitment@loyocameroon.org addressed to the Human Resource Manager, Local Youth Corner Cameroon not later than **26th November 2021**. Any application submitted after the deadline will not be considered.

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

GOOD LUCK