



# LOCAL YOUTH CORNER CAMEROON

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REG N° 000850/RDA/J06/BAPP

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

## JOB DESCRIPTION

<b>Job Title</b>	Project Assistant
<b>Reports to</b>	Project Manager
<b>Job location</b>	Maroua, Cameroon
<b>Start Date</b>	May 2023
<b>Contract Duration</b>	6 months renewable

### About the Organization

Local Youth Corner Cameroon is a national, non-profit, youth-led non-governmental organization created in 2002 with the focus of working with youth to promote youth empowerment, inclusion and participation in policy making and development process. LOYOC seeks to build peace and conflict prevention, 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 potential. As a youth-led organization, we apply a Positive Youth Development Approach that strengthens the assets/skills, sense of agency, opportunities for contributions, and the enabling environment for youth.

The organization currently has 4 operational offices with headquarters in Yaoundé. With the need to recruit visionary and passionate young peace builders to push the organization's vision and with LOYOC being an equal opportunity employer, we are currently looking for dedicated youths who are ready to not only share our goals but grow as well with the team.

### Job Purpose

Under the supervision of the Project Manager, the Project Assistant will provide effective and efficient support in planning, coordination, and management of LOYOC's *Enhancing Women's Meaningful Involvement in DDR Policy Design and Implementation in Cameroon Based on the National DDR Gender Strategy 2021-25: Strengthening of Platforms for Women's Associations* project.

. This will require:

- Substantial sense of initiative and judgment;
- Understanding of LOYOC's operationalization, policies and procedures;
- Close collaboration with the Project Coordinator, Project Manager, Project Officer M&E Officer, and LOYOC's finance team.

### Duties and Responsibilities

### **Project implementation**

- Support the engagement with project participants periodically to ensure that activities meet participants' needs, project objectives and the key activities are taking place as planned;
- Engage with key government and non-governmental stakeholders, including CSOs, companies and peacebuilding agencies, through project activities;
- Accompany partner organisations in the planning and implementation of activities against the work plan and the project strategy in collaboration with the Project Coordinator and ensure that partners adhere to the terms and conditions of their contracts on the project.

### **Budget Management**

- Support the finance and administration team relating to project implementation, including preparation of cash requests and returns;
- Maintain the project filing system and ensure the effective recording, documentation, and filing of project activities, M & E data, internal and external project meetings;
- Ensure timely management and resource utilization in line with the developed annual and quarterly work plans;
- Support the coordination and logistics for workshops and field visits.

### **Leading in project compliance**

- Ensure that project partners respect and apply all of LOYOC's administrative; logistical and financial systems, as well as those of donors, and respect the laws of Cameroon;
- Support in coordinating and organizing activities with partners using a community and participatory approach to achieve the expected results of the project;
- Contribute to the development of the project's strategy and activities ensuring they are conflict and gender sensitive.
  
- Support in the organization and facilitation of reflection and planning sessions with partners as often as necessary and develop recommendations for the adaptation of the strategy of the project based on the results of these sessions;
- Support the collection of relevant information from partners to feed into the monitoring and evaluation of the project, including activity reports
- Support in preparation of donor reports and project completion reports in coordination with the Project Manager and the M & E officer under the supervision of the Project Coordinator;
- Ensure that the partners submit timely monthly updates that conforms to the standards of LOYOC and donors
- Collect and give constructive feedback on partner organization's activity reports and develop reports based on the context and other data collected from the field; submit these reports to the Project Manager in a timely fashion;
- Undertake field visits as often as possible in order to ensure the effective implementation of activities by partners and ensure these are being implemented in line with the TORs validated by the Project Coordinator;

- Participate in preparation of Monthly, quarterly, and annual project reports in collaboration with the SPO & Monitoring and Evaluation Officer.

**Contribute to LOYOC's organizational processes and strategies**

- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects
- Any other tasks as may be reasonably required;
- Contribute and assist in weekly staff meetings, sharing regular updates on the project;
- Actively participate in LOYOC's team meetings and other meetings as required;
- Participate in relevant coordination mechanisms.

**Other relevant tasks as required by the line manager**

**Travel requirements**

**This position is based in Maroua**, with regular travel within the Far North region and Yaoundé for stakeholder meetings.

**ESSENTIAL REQUIREMENTS**

University degree in International Development, Political Sciences, Peace and Conflict studies, or any other related subject

NGO project implementation experience of minimum of 2 years including activity implementation, community engagement, monitoring and reporting.

Excellent working knowledge (spoken, written and reading) of English and French

Experience of implementing community-based programming in Youth Peace and Security, governance, peacebuilding programming

Experience in engaging with partners and other stakeholders

Excellent report-writing and editing skills

Strong organisational skills with the ability to manage personal workload and meet deadlines

Knowledge and experience of M & E methodologies

Strong understanding of the context for peacebuilding and good governance in Cameroon

**DESIRABLE REQUIREMENTS**

Experience working in the Far North region and a total mastery of the region.

Understanding and familiarity with conflict-sensitive approaches to development

Familiarity with gender and development concepts, and experience of implementing gender-sensitive programmes

Knowledge and experience of M & E in the peacebuilding sector

Experience of project design and fundraising

Experience with Outcome Harvesting/ Outcome Mapping methodologies

## **HOW TO APPLY**

Interested applicants meeting the above requirements should submit the following;

1. A Cover Letter
2. A Resume
3. 2 Recommendation Letters

via email to **info@loyocameroon.org**; addressed to the Human Resource Manager, Local Youth Corner Cameroon not later than the **05<sup>th</sup> of May 2023**.

**Any application submitted after the deadline will not be considered.**

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

**GOOD LUCK**