



# 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>	Finance and Procurement Assistant
<b>Reports to</b>	Finance and Operations Manager
<b>Job location</b>	Buea, Cameroon
<b>Start Date</b>	October 2023
<b>Contract Duration</b>	3 months renewable
<b>About the Organization</b>	
<p>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.</p> <p>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.</p>	
<b>Job Purpose</b>	
<p>The core function of the Procurement and Finance Assistant (PFA) is to facilitate financial management and local procurement activities. It involves initiating purchase requests and keeping track of the stages through which, each order is routed until receipt and payment. Performing research to identify potential suppliers and evaluating how qualified they are. Communicating with vendors, asking vital and critical questions about products and services requested for.</p>	
<b>Duties and Responsibilities</b>	
<p>In order to achieve procurement-related functions, and based on the needs of the Project, the procurement and finance assistant will:</p> <ul style="list-style-type: none"> <li>• Prepare annual procurement plans, by collecting required information from the project Manager, other project staff.</li> <li>• Conduct market research for the goods and services to be procured, and produce market research reports and cost estimations for the goods and services to be procured.</li> <li>• Prepare technical specifications for the goods to be procured within the scope of the Project, liaise with the project manager and project staff during preparation of the technical specifications, and ensure that the technical specifications of the goods are endorsed by the project administrators</li> </ul>	

- Prepare terms of reference for the services to be procured within the scope of the Project, liaise with the project Administrators during preparation of the terms of reference, and ensure that the terms of reference of the services are endorsed by the project manager
- Prepare other solicitation documents, such as request for quotations, request for proposals, invitation to bid etc.
- Initiate and/or facilitate advertisement processes, ensuring that all solicitation documents are advertised in accordance with the relevant procedures and rules,
- Monitor receipt of offers, proposals etc., and secure/file signed and dated receipt fiches,
- Keep records, file and archive all procurement related activities and documents, submit such documents to project manager regularly,

In order to achieve finance-related functions, and based on the needs of the Project, the procurement and finance assistant will:

- Collect, review and control compliance of all invoices with the related contracts, grants etc., submit originals/copies of such invoices and payment requests to project manager for further processing, while keeping a copy of all such invoices.
- Collect vendor forms from the vendors, control vendor forms in terms of completeness, and submit such forms to project Administrators for further processing,
- Assist in preparation of annual and quarterly financial statements, both for financial planning and reporting as well as for facilitation of audits.
- Keep records, file and archive all finance-related activities and documents, submit such documents to project manager regularly,

#### **Travel requirements**

This position is based in Yaoundé, with regular travel to the 10 regions of Cameroon.

#### **SKILLS & COMPETENCIES**

Corporate Competencies:

- Demonstrates integrity by modelling the LOYOC's values and ethical standards.
- Promotes the vision, mission, and strategic goals of LOYOC, and partner organizations.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Knowledge of procurement and finance.
- Promotes team work, contributes towards building team consensus.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Good teamwork and leadership skills.
- Demonstrates openness to change and ability to manage complexities.

Development and Operational Effectiveness:

- Ability to lead and/or contribute to the payments of goods and services procured,
- Ability to apply organizational policies and procedures,
- Strong analytical skills

Management and Leadership:

- Focuses on impact and result for the client and responds positively to feedback
- Supports teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Demonstrates openness to change and ability to manage complexities

Education:

- A university degree Business Administration/Management or related field.
- Procurement, financial management or project management certificate from an accredited institution is considered an asset.

Experience:

- Minimum 3 (three) years of professional experience,
- Excellent command of office software, such as word processors, spreadsheets, databases.
- Minimum 1 (one) year experience in financial and procurement-related areas.
- More than 1 (one) year experience in financial and procurement-related areas in internationally-funded project(s) (i.e., projects financed or co-financed by international or multilateral organizations) an asset.
- More than 3 (three) years of experience in financial and procurement-related areas, an asset.

Language:

- Full proficiency in English and French.

Interested applicants meeting the above requirements should submit the following;

1. A Cover Letter
2. A Resume

via email to **recruitment@loyocameroon.org**; addressed to the Human Resource Officer, Local Youth Corner Cameroon not later than the **8<sup>th</sup> of October 2023**.