



# LOCAL YOUTH CORNER CAMEROON

P. O. Box 185 - C106, Yaoundé, Cameroon

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Website: [www.loyocameroon.org](http://www.loyocameroon.org) REG N° 000850/RDA/J06/BAPP

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

## JOB DESCRIPTION

Job Title: Field Officer

Reports to: National Programme Manager

Job location: Bamenda, North West region, Cameroon

Start Date: March 2023

## About the Organisation

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

The Field Officer will play a crucial role in leading and managing the day-to-day activities of the office, ensuring efficient functioning and successful implementation of all organisation's programs aimed at empowering and supporting young people within the region.



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## Role and Responsibilities

The Field Officer will be responsible for the following key duties and functions:

- Oversee the day-to-day operations of the LOYOC office in Bamenda, ensuring efficient and effective implementation of programs and activities.
- Provide leadership and guidance to a team of staff and volunteers, fostering a supportive and collaborative work environment.
- Develop and maintain strong relationships with local stakeholders, including government officials, community leaders, partner organizations, and youth groups.
- Lead the planning, coordination, and implementation of youth-focused programs and initiatives, in line with LOYOC's strategic objectives and donor requirements.
- Monitor and evaluate program activities, ensuring that they are delivered on time, within budget, and in accordance with established quality standards.
- Manage the financial resources of the office, including budgeting, expenditure tracking, and financial reporting in collaboration with the finance team.
- Represent LOYOC in relevant local and regional forums, advocating for youth empowerment, peace, and development initiatives.
- Contribute to the development of new project proposals and fundraising efforts to support the expansion of LOYOC's activities in the region.

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

## Skills and Competencies

The ideal candidate for the position of Field Office Manager should possess the following key competencies:



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- Proven leadership and managerial skills, with the ability to motivate and lead a team effectively.
- Strong understanding of youth development, peacebuilding, and community engagement.
- Excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders including youth, local communities, government agencies, and partner organizations.
- Demonstrated experience in project management, including planning, implementation, monitoring, and reporting.
- Sound financial management skills, including budgeting, financial reporting, and donor compliance.
- Knowledge of the socio-political context and dynamics in the North West Region of Cameroon.
- Ability to work effectively in a challenging and dynamic environment, demonstrating resilience and flexibility.

## **Qualifications and Experience**

- A minimum of a bachelor's degree in a relevant field such as social sciences, development studies, international relations, or a related discipline. A master's degree will be an added advantage.
- At least 5 years of professional experience in a leadership or managerial role, preferably within the NGO sector or community development organizations.
- Proven track record in managing youth-focused programs, community engagement, and peace-building initiatives.
- Familiarity with project management tools and methodologies, including logical framework approach, results-based management, and monitoring and evaluation frameworks.



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- Strong understanding of financial management and reporting, with experience in budget oversight and donor compliance.

## **Duration and Location:**

This is a full-time position based in Bamenda, North West Region, Cameroon. The Field Officer will be expected to work regular hours with occasional travel within the region and potentially nationally or internationally.

## **Evaluation and Selection:**

Applications will be reviewed based on the specified qualifications and selection criteria. Shortlisted candidates will be contacted for interviews.

## **Application Process:**

Interested applicants meeting the above requirements should submit the following:

1. A Cover Letter
2. A Resume
3. Contact information for two professional references

via email to [recruitment.loyocameroon@gmail.com](mailto:recruitment.loyocameroon@gmail.com) addressed to the Human Resource Officer, Local Youth Corner Cameroon not later than the **3<sup>rd</sup> of March 2023**.

**Best of Luck!!!**