



together possible.

The World Wide Fund for Nature (WWF) Cameroon Seeks an Executive Assistant

Want to make a positive difference to the future of people and our one shared home, the Earth?

Working with WWF could be your opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our country programme office in Cameroon, we are looking for a dynamic and committed Executive Assistant who will provide support to Administrative activities.

Reports to

Country Director

Location

Yaoundé, Cameroon

Mission of the Department:

To ensure a high performing Country Programme Office.

Major functions:

To Provides the Country Director and her team with in administrative services, ensures liaison with staff, stakeholders and partners.

Major Duties and Responsibilities:

1) Administration

- Prepares and monitors budgets for CD Office running costs;
- Takes notes, prepare minutes and update decision follow up table of the CD' chaired meetings, ensuring that relevant team members produce regular updates;
- Ensures the upstream processing of visa applications and especially visas on landing (request, support, reservation...);
- Assists the Country Director in his management and functions in networking with the WWF ROA CWC offices, the Regional Office, the secretariat, the wider WWF network as well as other organisations and partners;
- Coordinates and monitors multiple and diverse work processes and activities to ensure management decisions and directives are properly carried out and the timely delivery of products;
- Organises and prioritises the Country Director's agenda for calls, meetings, appointments and streamlines requests and workload as necessary;
- Reviews and handles mail and correspondence for the Country Office and routs as appropriate to designated departments;
- Is routinely involved in relaying processing/handling information of the most sensitive, diverse and confidential nature;
- Edits enquiries, reports and documents as appropriate and maintains filing and archiving systems;

- Follows up and ensures documents / contracts (consultancy contracts, grants, MOUs, donor contracts) have the necessary authorisations and meet operational standards prior to the Country Director's approval;
- Plans trips for the Country Director and designated WWF CCPO SMT members and ensures effective logistics items (flights, visas, travel advance, travel request, itinerary table + contacts, invitation letter, hotel confirmation, related travel documents) are up to date;
- Plan and follow up Senior Management Team (SMT) meetings, CMT (Country Management Team) meetings and staff meetings.

2) Coordination

- Coordinates inputs and assists in developing presentations for management ahead of high-level meetings with partners (Government, Donors and missions) and operational briefings;
- Coordinates logistics for all relevant meetings in Cameroon;
- Organise external events as necessary, including agendas, production of reports and monitoring
- Follow up of recommendations;
- Follows up relations with the media;
- Liaises with a wide variety of high level contacts in government offices, other international Organizations, NGOs and the public sector;
- Independently responds to extensive and diverse inquiries;
- Facilitates information sharing and lesson learning within the WWF CCPO SMT and all WWF CCPO by providing regular updates for CCPO internal communications tools (meeting & events calendar; travel & leave updates; contacts database, directories.);
- Coordinates with and back up the other Executive Assistants of Yaoundé office;
- Performs other duties as requested by the Country Director;
- Perform any other duty as requested by the management.

Profile:

Required Qualifications

- University degree in Administration or equivalent in related field;
- A minimum of five years' experience as assistant to a senior management function, preferably in an international organisation/company.

Required Skills and Competencies

- Excellent organisational skills, with attention to details;
- Bilingualism will be an asset (English and French);
- Proactive attitude and ability to take initiative and work independently;
- Excellent team player with good networking and interpersonal skills;
- Strong oral and written communication skills;
- Excellent computer knowledge, including internet, Power Point, spread sheets. Familiarity with documentation layout and organization;
- High level of confidentiality;
- An interest in conservation and natural resource management is an asset;
- Aligns and identifies with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.

Working Relationships:

Internal - Interacts regularly with Regional Executive Assistant, Managers and staff in WWF Cameroon, the ROA team, as well as staff of other relevant units within the WWF network in fulfilment of duties.

External - Interacts with partners, staff and visitors from other conservation organizations, major donors from the private sector as well as from government aid agencies and foundations. Responds to general inquiries related to the work of the WWF CCPO.

This job advert covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

How to apply:

Apply through the Link : https://cameroon.panda.org/apply_to_a_job/#

Deadline for applications: 22nd April 2021.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted five (5) days after closing, consider your application unsuccessful.

WWF is an equal opportunity employer and committed to having a diverse workforce