



The World Wide Fund for Nature (WWF) Cameroon Seeks a Project Administrative Assistant (PAA)

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 the Global Environment Facility (GEF) project in Cameroon, we are seeking an Administrative assistant who will provide support to the Project Management Unit (PMU) staffs carrying out their duties.

Reports to:

Project Manager (PM)

Location:

Yaounde

Duration:

2 years Fixed term

Mission of the Department:

The Global Environment Facility (GEF) Council approved the 6-year Congo Basin Sustainable Landscapes Impact Program (CBSL IP) which encompasses a regional component, managed by UNEP, and several national child projects in the countries of the Congo Basin.

The Cameroon child project is managed by WWF-US as the GEF Agency, executed by the Ministry of Environment, Protection of Nature and Sustainable Development (MINEPDED) with WWF Cameroon as Financial Administrator. It addresses the drivers of forest loss and degradation through strategies aimed at strengthening the integrated management of Cameroon's globally important forest landscapes in the Congo Basin, to secure its biological integrity and increase economic opportunities and livelihoods for forest dependent people.

Over the six-year project period, these strategies will be addressed through the implementation of five components:

- Mainstreaming integrated land use planning (LUP) and management;
- Improving management effectiveness and governance of high conservation value forests, and targeted interventions to protect their endangered species;
- Advancing sustainable forest management (SFM) through non-timber forest product (NTFP) and hardwood value chains;
- Increasing benefit generation from biodiversity through sustainable tourism development;
- Monitoring and evaluation (M&E), knowledge management (KM), and regional coordination.

The project targets key Cameroon trans-frontier forest landscape, which stretches from the Rio Campo seascape on the coast, across the Cameroon segments of the Tri-National Dja- Odzala-Minkebe (TRIDOM) and Sangha Tri-National (TNS) landscapes towards the east. The target areas for project interventions under each strategy are dependent on site-specific considerations, including the potential to achieve meaningful results in the six-year project period, baselines and available co-financing, and the ability to manage all environmental and social safeguard considerations. Several partners and sub-contractors will be involved or hired for the implementation of different project tasks. Their contribution will need to be coordinated and constantly monitored.

Major Functions:

The Administrative Assistant will support the Project Manager and other PMU staff in carrying out their duties, in particular through the following tasks.

Major Duties and Responsibilities:

He/she will be responsible, among others, for:

- Provide organizational and logistical support related to project execution to the National Director, Project Manager, PMU staff and consultants as per Government of Cameroon and WWF guidelines and procedures;
- Assist PMU staff and consultants in the organization of meetings and events, as well as travel and logistical arrangements;
- Assist the Project Manager and PMU staff in preparing and monitoring consultancy contracts and sub-agreements;
- Receives and records the arrival and departure mail;
- Ensures proper organization of meetings, secretariat and classification of reports;
- Greets visitors and directs them to appropriate services;
- Ensures maintenance of office and manages office supplies and small room coffee;
- Monitors the implementation of the annual planning of staff holidays and leaves, prepare a monthly report to the hierarchy;
- Maintains good relationships with partners and sub-contractors;
- Keep record of project documents.

Profile:

Required Qualifications:

- Higher National Diploma (HND) in administrative / bilingual secretarial studies or equivalent in related field;
- At least 2 (two) to 5 (five) years of experience in a similar position in a well-structured organization; an experience in an international non-profit organization would be an asset.

Required Skills and Competencies:

- Excellent organizational and prioritization competence, with attention to details;
- Proactive attitude and ability to take initiative and work independently;
- Ability to work in a multicultural environment;
- Strong service orientation;
- Excellent team player with good networking and interpersonal skills;
- Good fluency in English and French (written and oral)
- Good computer knowledge especially Word and Excel including internet, PowerPoint presentation, Familiarity with documentation layout and organization;
- An interest in the field of nature conservation and natural resource management is an advantage.

Values & Behaviors:

- Aligns and identifies with the core values of the Government of Cameroon and the WWF organization: Courage, Integrity, Respect and Collaboration.
- Demonstrating behaviors: Strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Acts with highest integrity, accountability, and transparency.

Working Relationships:

Internal

Collaborates and works closely with National Director, Project Manager and other PMU staff (Environmental and Social Safeguards officer, landscape operational assistants, Monitoring, Evaluation and knowledge management specialist, Finance manager).

External

Interacts with project partners and other sub-contracting partners, consultants and visitors.

How to apply?

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

Deadline for applications: 02nd February 2022.

Thank you in advance for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up.

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