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The World Wide Fund for Nature (WWF) Cameroon Seeks a People & Culture 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 People & Culture Assistant who will provide support to HR development activities.

Supervised by : Cameroon Country Programme Office (CCPO) P&C Manager

Location: Yaoundé, Cameroon

Duration: One Year

Mission of the department

To ensure WWF Cameroon Country Programme Office applies the highest standards in Human Resources Management in order to facilitate the implementation of its Conservation strategy in alignment with WWF International P&C Policies and standards.

Main responsibilities

HR Administration:

- Support in the management of CCPO's internship and volunteer program;
- Support in the Management of outsourced Staff.

HR Development

- Support in the recruitment processes;
- Prepare and ensure the update of staff induction kit;
- Support the design of annual training plans.

Reporting

- On recruitment efforts;
- Prepare reports of weekly P&C Meetings;
- Support in Gathering evaluation (PDJ) forms and compilation of the Performance & Appraisal annual report;
- Ensuring adequate archiving and filing.

Safety and Security

- Supports safety and security efforts;
- Execute every other duty on the request of internal partners.

Profile:

Required Qualifications

- Minimum Bachelor's degree in HR Management or related field (social sciences, law, etc.) with at least two years of experience (experience in an international organization or NGO is desired);
- P&C WWF experience is considered an asset;
- Experience in coordinating recruitment efforts;
- Knowledge of the institutional, legal and policy framework of employment and HR management in Cameroon.



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Required Skills and Competencies

- Visible and accessible: Is visible, approachable and available to all employees;
- Results oriented: Delivers the right thing, on time, with quality and accuracy;
- Trustworthy: Establishes a relation of trust with employees through openness, adherence to commitments, and maintains confidentiality;
- Good team work skills;
- Good knowledge of Ms Office suite;
- Good oral and written skills in English and French;
- Adhere to WWF's values: Respect, Courage, Integrity & Collaboration

Working Relationships:

Internal – Cameroon Country Programme Office staff, Regional P&C Team.

External - Students, job seekers, nongovernmental Organizations, academic institutions, specialists/consultants, and other stakeholders.

This TOR 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/apply_to_a_job/

Deadline for applications: 31st May 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