



Administrative and Project Support - Assistant officer

Vacancy #:	5479
Unit:	TRAFFIC Central Africa
Organization:	TRAFFIC International (TRAFFIC)
Location:	Cameroon Country Programme Office, Yaoundé, Cameroon
Reporting to:	Office Director - Central Africa
Work percentage:	100%
Grade:	A3
Expected start date:	01 December 2020
Type of contract:	Fixed-term (12 months)
Closing date:	22 November 2020

BACKGROUND

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development. TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions.

TRAFFIC's local engagement is managed through Programme Offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme Offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues. The TRAFFIC Central Africa Office is based in Yaoundé, Cameroon, where TRAFFIC is locally hosted by the Cameroon Office of IUCN PACO. The TRAFFIC Central Africa Office has a primary responsibility for engagement in Cameroon, Central African Republic, Democratic Republic of the Congo, Republic of the Congo, Gabon (emphasis on these first five), as well as Chad, Burundi, Equatorial Guinea, Rwanda, and São Tomé and Príncipe. The Central Africa Office further has the lead responsibility within TRAFFIC for engagement with the following inter-governmental institutions: The Central African Forest Commission on (COMIFAC), the Economic Community of Central African States (ECCAS) and the Congo Basin Forest Partnership (CBFP).

JOB DESCRIPTION

Characteristic duties

This position provides support to the management of the Central Africa project portfolio to ensure that project implementing teams operate effectively, on time and according to donor requirements. The Assistant Officer - Administrative and Project Support will work closely with Project Managers, Finance, the Global Project Support Unit in Cambridge, and wider project implementation teams. He/She is a key internal contact point for implementation and reporting issues.

Specific duties

- Coordinates with the project teams on day-to-day project administration including scheduling meeting and circulating reference material for preparation of meetings;
- Liaises with the Project Support Unit on budget and contract coordination and troubleshooting;
- Advises Project Managers on the management of project finances, maintaining cash-flows and assisting with budget forecasts and liaising with project managers on a day-to-day basis;
- Supports Project Managers in the preparation of project budgets by ensuring they comply with TRAFFIC standards and donor contracts and agreements;
- Works with Project Managers and Finance Officer to ensure timely preparation and submission of project financial and technical reports, and any other financial documents required by donors, including review and quality control elements within the Central Africa and Global offices;
- Organises any necessary outgoing project agreements including (together with IUCN HR) consulting agreements, and arranges for the timely transfer of funds, both incoming and outgoing, based on contract requirements;
- Provides support to the Finance Officer for the preparation for project audits including the collection and review of supporting documentation from the host organisation;
- Supports as required proposal development for the Central Africa Programme Office including working with the Global PSU in co-ordinating proposal submissions in the network;
- Supports Project Managers and other CAF staff for accurate preparation of documentation for the disbursement of funds for workshops, meetings and staff missions;
- Maintains a project management system including details of all projects administered by TRAFFIC Central Africa, filing, and timesheets;

- Coordinates the processing of mission orders, travel authorizations for missions of staff members, partners and consultants, ensuring with the Project Manager that these missions are eligible and necessary funds are available before they are conducted;
- Conducts regular assessments of performance TRAFFIC light for project management and timely share the outcome to Programme Office Director, Finance, and Project Managers;
- Whenever needed by CAF and GLO, attends training sessions that can help to ensure efficiency in the implementation of the projects;
- Ensures that the implementation of the projects is in accordance with donors' requirements, and TRAFFIC and Hosting Organisation project implementation policy, tools and procedures;
- Ensures that goods received are in compliance with the organization's policies;
- Coordinates with Project Managers, Finance and Logistics Assistant the process of procurement of CAF Programme Office and Project logistics including equipment materials, and service providers, to ensure that this is in compliance with IUCN Procurement policy and TRAFFIC FPPM;
- Manages incoming and outgoing calls and mails, receives and logs email before sending them to the destined offices;
- Organizes office meetings and meetings with partners, take minutes and distribute them to the parties concerned;
- Undertakes any other CAF related tasks as required by the Programme Office Director and/or line manager.

REQUIREMENTS

- At least a BSc in business administration and management, finance or other equivalent qualifications;
- Relevant and proven work experience in a similar role, with responsibility for a wide range business administration and/or finance function for at least 5years;
- Familiarity with standard word processing, spreadsheet, presentation and database software, and with electronic;
- Experience in operation of computerised accounting system - familiarity with ACCPAC, SAGE 300, SUN and Microsoft NAV an advantage;
- Proven ability to be proactive in prioritising own workload to meet deadlines;
- Ability to work well within a team and also to use own initiative in the role;
- Strong communication skills with verbal and written fluency in English and French essential;

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/5479>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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