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The World Wide Fund for Nature (WWF) Cameroon is looking for a Data Management and Programme Assistant

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be the 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 nature.

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. WWF Network has moved to the development and the implementation of 9 Practices with Global Goals to be achieved.

For WWF Congo Basin Impact Monitoring Programme, we are looking for a dynamic and committed **Data Management and Programme Assistant**.

Reports to: Congo Basin Impact Monitoring Coordinator

Location: Yaounde

Duration: One (01) year renewable

The mission of the department

The Congo Basin countries are actively contributing to the Outcomes of some Practices (Wildlife, Forests, Food, Climate & Energy, Freshwater and Governance) implemented in their respective programmes.

A strong and integrated monitoring programme has been designed and being implemented to demonstrate conservation impacts and promote key conservation outputs. The regional lead of the programme is engaged with the whole network to develop decision-making tools such as interactive dashboards and online databases with a user-friendly interface. The hiring of a Communication Assistant in line with the current Terms of Reference will help to support such ongoing projects for the promotion of key activities and results.

Major Functions

Under the supervision of the Congo Basin Impact Monitoring Coordinator, and in close collaboration with the regional coordination team members, the Data Management and Programme Assistant will focus on compiling and structuring data and results, as well as facilitating and assisting with administrative tasks for the programme. The Assistant will particularly support the CIBEL Project for Monitoring and Evaluation and for the updating of the Web Platforms.

Major Duties and Responsibilities:

- Produce a quarterly newsletter to promote programme activities and results, while supporting national programme newsletters;
- Support content creation on programme activities and results for the WWF social media channels;
- Supports national communication managers to create and develop close and continuing relations with journalists, editor and other media producers to showcase the programme achievements;
- Develop a tool to assess the success of communication efforts;



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- Provide support to any other activity of the programme.

Profile:

Required Qualifications:

- Minimum MSc Degree in Biology, Natural Resources Management, Conservation, Database construction and management, Protected Area Management; Ecological Monitoring or related subjects;
- GIS analysis (particularly ArcGIS or QGIS); Data analysis and reporting (Excel, R for Windows, other relevant software);
Management of large databases and files in the cloud.

Required Skills and Competencies:

- Demonstrated experience with wildlife monitoring methods and tools (line transects, occupancy, camera traps, acoustic monitoring, drones, etc.);
- Experience in data analysis and data management in the field of ecological monitoring (Wildlife, Human-wildlife-Conflicts, Law Enforcement, Landcover and Land Use, etc.) is a very important asset;
- Good computer skills (MS Office package, Online researches, etc.);
- Proven experience in managing project administrative and logistical tasks is a plus;
- Very good in English and French (written and verbal);
- Capable of working with minimal supervision;
- Able to work effectively in various cultural environments;
- Only Scientific background candidates will be accepted.

WWF's Values & Behaviors:

- Able to demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Aligns and identifies with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.

Working Relationships:

- **Internal**

Works closely with the regional Impact Monitoring coordination team members as well as national team.

- **External**

Under the Regional Impact Monitoring Program, the position will require collaboration with partner organizations such as WCS, ZSL, IUCN, COMIFAC/OFAC, AWF, etc...

This job description 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_for_a_job/ **with a computer (Please do not use a mobile phone)**

Job reference: J127

Deadline for applications: 06 October 2024.

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.