

CALL FOR APPLICATIONS

Job title	Field Monitoring Assistant
Number of position	6
Job title	Administrative & Finance Officer
Number of position	1
Job Location	Maroua Office (Good Neighbors Cameroun)
Contract duration	12 months, (renewable if budget available).
Starting date:	As soon as possible

BACKGROUND OF GOOD NEIGHBORS AND THE PROJECT

About Good Neighbors:

Good Neighbors Cameroon (GNCMR) is an international non-governmental organization with its head office in Yaoundé and field Offices in Maroua and Mbalmayo. GNCMR's work is focused on community development, implementation implementing projects in the sectors of food security and livelihood, education, child protection, water, hygiene and sanitation, health, environment, gender and advocacy. Good Neighbors Cameroon works with different international partners such as the United Nations and INGOs to seek sustainable solutions to development and humanitarian challenges.

Food security is one of the key areas of intervention of Good Neighbors. Our food security work focuses on the following two areas:

Enhancing food security and resilience of communities

A crucial step we take to encourage resilience and food security among the people is to help communities organize for collective action and to promote understanding of food security issues. Furthermore, we place an emphasis on supporting small-scale farmers to adopt sustainable and productive farming methods which will strengthen their capacity to withstand climate change and natural disasters.

Assisting people who are susceptible to malnutrition

Children, women, and the destitute are most vulnerable to malnutrition. Therefore, we take special care to encourage communities to focus their collective attention on the welfare of those most susceptible. Our efforts will go to enabling people take balanced nutritional intake with locally available ingredients.

In line with ensuring food security around the world, Good Neighbors Works in partnership with the World Food Program (WFP) in several countries in Africa to fight against food insecurity. In Cameroon, Good Neighbors is partnering with the WFP in a number of projects among which is the food security project titled **“Enhancing Food Security through an innovative climate-resilience and food system approach in Far North Cameroon”**, funded by the **Korean Government through the Korean Embassy of Cameroon**.

About the project

The food security project titled **“Enhancing Food Security through an innovative climate-resilience and food system approach in Far North Cameroon”**, funded by the **Korean Government through the Korean Embassy of Cameroon** seeks to support Cameroon’s efforts to strengthen food and nutrition security and increase resilience to climate shocks.

This project aims to enhance the resilience and food security of smallholder agro-pastoralists and rural populations in the Far North region of Cameroon through an innovative climate-resilience and food systems approach. This includes the mitigation of future climate hazards through a community oriented, risk management focused, and market-based approach.

A total of 1,500 direct beneficiaries and 6,000 indirect beneficiaries from 1,500 households will benefit from the project, to be implemented for 24 months from September 2024 to August 2026.

Good Neighbors Cameroon has entered into partnership with the World Food Program of Cameroon, to support the implementation of the Assistance Programme of the WFP.

Therefore, Good Neighbors Cameroon would like to hire staff who will work in the above intervention in the position of:

1. **Six (6) Field Monitoring Assistants** for 6 target project localities in the Far North Region of Cameroon. The project target localities include; Logone Birni (Logone and Chari Division), Serawa and Mokio (Mayo Sava), Biskavai and Minawao (Mayo Tsanaga), Katoual (Diamare)
2. **One (01) Finance officer**

FIELD MONITORING ASSISTANT

Task Overview

The field Monitoring Assistant will track the project activities and maintains operational focus on results. He or She will ensure **daily tracking and analysis of project results to measure operational performance against targets** and to make adjustments where necessary. He or She will **inform operational decision-making, including project design**. The monitoring assistant will generate data for evaluative purposes and periodic reporting, as well as for further evidence-building at all organizational levels.

Monitoring **assistant will track the outcomes, outputs and processes of the project**. Collect data that is disaggregated, where relevant, by gender, age, beneficiary category and, if appropriate, other socio-cultural characteristics. Among the variables that are measured are beneficiary satisfaction and Good Neighbor Cameroon's accountability to affected populations.

KEY RESPONSABILITIES (not all-inclusive)

- The incumbent will be responsible for the following duties:
- Monitor the progress of project activities and provide guidance and technical assistance, and mentorship to the project beneficiaries (farmer groups).
- Carry out regular visits to production sites (Crop and animal farms) to ensure progress of agricultural activities and to identify and document challenges of farmer groups.
- Assist the field monitoring officer in all capacity building trainings of beneficiaries by taking part in the organization of these trainings and ensuring its success
- In close collaboration with government authorities of MINADER and MINEPIA and select and register farmers and ensure participation in and adherence to the project
- Take part in project meetings with other stakeholders such as the government
- Ensure the gender balance in the composition of beneficiary groups and the active participation of women in decision-making processes
- Support capacity strengthening of Smallholder Farmers (SHF), Small and Medium Enterprises (SMEs), aggregators, and other rural actors to participate in structured markets; and promote market linkages through other platforms and other end buyers
- Maintain information records and monitoring plan documentation, such as records of effective delivery and distribution of equipment and materials for agriculture to producer groups
- Assist in ensuring active participation of smallholder farmers including women and youths in organized value chains and structured markets
- Liaise with Community Mobilizers and field technicians of MINADER and MINEPIA to gather feedback and comments from beneficiaries and stakeholders to support programme reviews and improve services.

- Receive and follow up on comments and feedback from partners such as government and beneficiaries, to support identifying project issues with a view to fostering efficient
- Prepare and Submit a Monthly Report of monitoring activities to the field monitoring officer and present this report during Monthly Monitoring Meetings
- Provide regular updates on ongoing activities
- Submit Incident Reports to the supervisor as required.

Personal features:

- Strong communication skills, used to speak in front of an audience and able to work dynamically with adults and farmers
- Maintain confidentiality of sensitive information.
- Good interpersonal, analytical, communications, cultural sensitivity, negotiation skills and diplomacy
- Team spirit and problem-solving skills.

Reporting / communication

- Ensure the documentation of all activities with pictures, videos and case stories at the Field level and Participate in writing up reports on the progress of activities for which s/he is responsible
- Collect information for case study, success stories & lesson learning reports
- Ensure collection and safe archiving of all project related documents such as reports, receipts and contracts.
- Communicate with other team members on activity results

STANDARD MINIMUM QUALIFICATIONS

Education: University Degree in agricultural engineering, Agricultural sciences, or any other relevant field with at least 2 years' continuous experience in agriculture, implementing food security and livelihoods related activities.

Experience: At least four (2) years of progressive work experience in humanitarian and development organizations, emergency operations, managing data collection, using monitoring tools, preferably in Livelihoods, Climate Adoptive Food System, Agriculture areas, or any related functional area.

Languages: Fluency in both written and spoken communication in the French. Knowledge of Fulfulde or any other local languages in the Far North Region is highly desirable.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Experience on data collection and reports preparation, preferably relevant to specific area of livelihoods and Climate Change Adoptive Food Systems activities;
- In-depth technical knowledge on sustainable food systems, agriculture and nutrition value chain, and projects implementation;
- Experience in implementing or monitoring projects related to sustainable food systems, Integrated Climate Reduction Management programmes, agriculture and nutrition value chains or other related fields;
- Demonstrate responsibility, reactivity and initiative to respond and/or act independently to various queries under minimal supervision and general guidance. Ability to think on the spot and use judgment in dealing with unforeseen operational problems daily.

FINANCE OFFICER**Job Description:**

The Finance Officer, will collaborate with the employees and volunteers of the organization in ensuring the effective execution of all administrative and finance related task of the project. The specific duties of the Finance Officer of the project include:

Finance

- Develops and maintains financial systems
- Plans, directs, and controls accounting and financial operations
- Prepares reports and documents covering accounting
- Prepares all payment requests related to project activities, procurements and travel of staff
- Monitors the execution of project budget lines as planned in the project and support Finance officer in the preparation of monthly Financial reports to be submitted to WFP
- Evaluates all finance requests made by field staff for different activities and compare with planned budget to ensure that request is in line with planned budget before submitting to finance officer through online platform.
- Effectuates the payment of transport of all program participants
- Makes sure of the readiness of all documents of monthly closing (Scanning files, cash exchange, etc.)
- Ensures accuracy of all data required for processing financial transactions to assigned accounts into the QuickBooks financial accounting package.
- Participates in the improvement of the accounting system and internal control.

- Follow up and review all project-related travel requests and liquidations in line with travel policy
- Collects and archive financial documents with needed supporting documents (PR, Invoice, Payment, quotation, emails...etc.).
- Manages petty cash purchases
- In charge of double checking all supporting documents related to payments before submitting filing
- Ensures payment of all invoices within the required timeframe;
- Supports the preparation of internal control and external audit
- Contributes to the analysis of pro-formas;
- Prepares the monthly financial report
- Prepares the budget planning of activities;
- In charge of the monthly and end-of-project financial reports

Administrative duties

- Keeping detailed HR archive files for all project staff
- Prepare all leave request for project staff on Docs wave platform and Monitoring leave balances for each individual staff by updating the leave tracker and archiving leave papers.
- Supporting implementation of administrative procedures and systems, in compliance with Good Neighbors internal procedure and donor requirements
- Ensure the weekly filing of administrative and financial documentation (official letters, accounting documents, payment requests, etc.) according to the Good Neighbors Cameroon filing system;
- Assist the Office in the timely preparation of relevant documents for meetings, seminars, workshops and conferences and in the finalization of related reports;
- Undertake administrative actions related to the procurement of equipment and services, including the preparation of restricted quotations, purchase orders, consultancy contracts, related payment requests, and the monitoring and follow-up of these requests;
- Establish a filing system for all incoming and outgoing courier, including the establishment of a physical and electronic system for recording and archiving documents; create, update and maintain special files (of a confidential nature or for privileged access to an official) through an organized filing system;
- Booking Hotels, taxis and flights for the guests and staff.

Others

- Manage all project equipment and maintenance
- Involve in training in-country project staffs in terms of GNCMR regulations of Finance & Administration

- Collaborate with the team to build and maintain good partnerships/relationships with other colleagues
- Ensure that internal shared documents are fully up-to-date at all times

NOTE: This is not an exhaustive list of the key task

Required Qualifications:

To be admissible for this position, the candidate must satisfy the minimum qualification.

The candidates would be preselected and those who meet the minimum qualification would be considered. The minimum qualifications necessary for the position are listed below:

- Master Degree in Finance, Business administration, accounting or another equivalent domain
- At least 3 years directly relevant work experience; or equivalent combination of academic and work experience
- Fluency in written and spoken English and French
- Excellent interpersonal and report writing skills
- Attention to detail; proactive, adaptable and flexible as required
- Computer literacy with MS word, excel, power point
- Good knowledge of accounting software, especially QuickBooks would be an asset.
- Good analytical skills and ability to summarize
- Integrity in any circumstances
- Willingness to work under pressure and high work load with a positive mind and attitude
- Willingness to be on the field
- Ability to adapt oneself to different circumstances
- Ability to undertake domestic travel
- Ability to deliver assigned duties on time with accuracy
- Experience of working in international NGO is an asset.

RECRUITMENT PROCEDURE AT GNCMR

The recruitment procedure consists of 3 key stages:

1. Pre-selection on the basis of the application (only shortlisted candidates are selected for the written test).
2. A physical written technical test;
3. An oral interview

HOW TO APPLY AND DEADLINE FOR APPLICATIONS

Interested candidates are invited to submit by e-mail to an application, including:

- ✓ Cover letter,
- ✓ CV including three professional references
- ✓ Copy of highest diploma and other relevant work certificates

N.B:

1. Applications from women are strongly encouraged.
2. Please only apply for one position.
3. The application should be addressed to the Country Director of Good Neighbors Cameroon and sent by e-mail to the unique address recruiting.gncmr@gmail.com with the title of the post you are applying for in the subject line. For instance: **“Finance Officer_KEFP 2025_GNCMR”**)

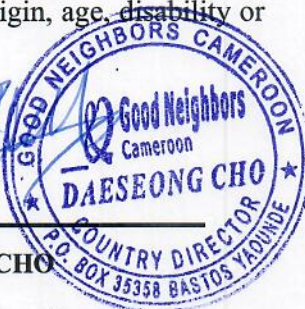
DEADLINE: 22th January, 2025 at midnight

Good Neighbors Cameroon has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Good Neighbors standards of conduct. Good Neighbors will not request payment at any stage of the recruitment process including at the offer stage. Any requests for payment should be refused and reported to local law enforcement authorities for appropriate action.

- **Equal Opportunities:**

Good Neighbors is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, national or ethnic origin, age, disability or status as a veteran.

Only Shortlisted candidates will be contacted.

DAESEONG CHO

Country Director

Good Neighbors Cameroon