

## CALL FOR APPLICATIONS

<b>Job title</b>	<b>Field Monitoring Officer</b>
<b>Number of position</b>	<b>2</b>
<b>Job title</b>	<b>Field Monitoring Assistant</b>
<b>Number of position</b>	<b>3</b>
<b>Job title</b>	<b>Administrative &amp; Finance assistant</b>
<b>Number of position</b>	<b>1</b>
<b>Job title</b>	<b>Communication Officer</b>
<b>Number of position</b>	<b>1</b>
<b>Job Location</b>	<b>Maroua Office (Good Neighbors Cameroun)</b>
<b>Contract duration</b>	<b>12 months, (renewable if budget available).</b>
<b>Starting date:</b>	<b>As soon as possible</b>

### 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 the framework of the **Emergency Food Crisis Response Project (PULCCA) to respond to the immediate needs of food insecurity in the areas targeted by the project.**

#### **About the Emergency Food Crisis Response Project (PULCCA)**

The “Emergency Food Crisis Response Project (PULCCA)” seeks to support Cameroon’s efforts to strengthen food and nutrition security and increase resilience to climate shocks. The project comprises of three major components that cut across the key factors related to Cameroons food security problem. These components are;

Component 1: Support for early response food and nutrition stabilization towards early recovery and resilience building.

Component 2: Strengthen productive capacities of smallholders through crop and livestock support for climate and nutritional resilience

Component 3: Support the strengthening governmental food security crises monitoring capacity, information systems, and agrometeorological services

The World Food Programme Cameroon is the principal partner of the government of Cameroon in the implementation of the PULCCA which falls within the Country Strategic Plan of WFP.

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 positions of:

- 1. Field Monitoring Officers at Divisional Level in 2 Divisions of the Far North Region (02 Openings)**
- 2. Field Monitoring Assistants for 3 Sub Divisions in Far North Region (03 Positions)**
- 3. Administrative and Finance Assistant (01 Position)**
- 4. Communication Officer (01 Position)**

**FIELD MONITORING OFFICER****Job Summary:**

The Field Monitoring Officer will support to set up Monitoring and training, targeted beneficiaries for agriculture and livelihood/ food security supporting activities, ensuring that International technical recommendations and procedures are followed. S/he carries out all activities with high standard and, if necessary, proposes adjustment or improvements to guarantee a high standard and a better implementations/he follows up with the training organization as well as with the targeted farmers to ensure the efficiency of the activities.

**ESSENTIAL RESPONSIBILITIES****List of main tasks:**

- Support the MEAL officer and PM to Collect accurate data at field level and participate in data analysis
- Contribute in conducting capacity evaluation, assessment, baseline and impact surveys
- Help in designing and setting up criteria for selecting targeted communities and beneficiaries
- Implement all field activities at Divisional Level in accordance with Good Neighbors technical requirements and financial donor criteria and in respect of activity planning.
- Ensure continues collection of information and assist in the quality analysis of the activities carried out

**Implementation and operational monitoring**

- Participate in all capacity building training sessions for beneficiaries by preparing trainings and PowerPoint presentations to actively take part in these activities.
- Participate in beneficiary profiling, beneficiary registration, and base line-end line assessments in activities through technical review and guidance on data collection tools.
- Participate in all project review assessments, surveys and studies and ensure these are conducted as per protocol.
- Carries out the activities for which he is responsible, in accordance with the deadlines and technical specificities that have been set
- Use management, monitoring and evaluation tools in the activities-assessment formats, follow up sheets, harvest report etc.
- Follow up on Agriculture and food security and Livelihood activities upon guidance by PM
- Uses developed methods and tools for the implementation of the activities
- Ensure regular monitoring and follow-up of the activities with the beneficiaries by regular field visits using monitoring tools
- Pre-empt any difficulties linked to carrying out the activities and facilitate problem solving

- Ensure good analysis of the local environment and understand needs so that activities are adapted accordingly
- Ensure compliance with national and international norms and quality standards related to his/her activities
- Manage the activities and supervise the work of community mobilisers
- Contribute and participate in project monitoring and evaluation processes by documenting best practices, lessons learned, beneficiary interviews, case studies and capturing field photos/videos

**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
- Pass on to the PM any information on the security context, or any event that may have potential consequences on Good Neighbors activities and team security
- 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
- Present to the population and local authorities the nature of the field operations and create awareness about the project activities

**Partnership:**

- Ensure that stakeholders are sensitized on program accountability and have information on beneficiary feedback mechanism.
- Work closely with relevant Government state departments (MINADER, MINEPIA, MINPROFF, MINAS), UN-System, INGO and NGO to share relevant information.
- Participate in internal and external meetings.
- Attend stakeholder meetings and field visits as required.
- Deliver diligently in any other duties as assigned from time to time.

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

**PERSONAL QUALIFICATIONS:**

- University Degree in agricultural engineering, Agricultural sciences, any other relevant field with at **least 2 years'** continuous experience in agriculture, implementing food security and livelihoods related activities.
- Previous work with a busy multi-sectoral setting in a refugee setting is an asset.

- Knowledge and practical experience in value chain development.
- Good food security / agronomist/agricultural technical skills and knowledge
- Previous work experience with farmer organizations.
- Experience in building the capacity building of farmer groups.
- Experience in participatory training methodologies.
- Strong presentation skills with mastery of Power point, Excel, MS word.
- Strong communication skills (written and oral) in French and Local languages in the Far North.
- Team player, extremely flexible with the ability to cope with stressful situations.
- Excellent reporting skills with good oral and written communication skills.
- Knowledge of at least one local language in the Far North Region is an added advantage.
- Culturally sensitive.
- Ability to ride a motorcycle and possession of a valid riding permit.

**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.

**OTHERS:**

- **Security:**
- Ensure compliance with security protocols and policies;
- Consider security implications of all program activities, reviewing all new initiatives with others staffs and community leaders and community volunteers.
- **Compliance & Ethics:**
- As applicable to the position, maintains a clear understanding of Good Neighbor Cameroon and WFP compliance and ethics standards and adheres to those standards.
- Conducts work with the highest level of integrity.
- Communicates these standards to staff, if applicable, and to partners and requires them to adhere to these values.
- **Prevention of Sexual Exploitation and Abuse**

## **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.

## **STANDARD MINIMUM QUALIFICATIONS**

**Education:** A University Degree in the functional areas of International Development, Humanitarian work, Project Management, International Relations or other related field of studies relevant for this position.

**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.

## **COMMUNICATIONS OFFICER**

### **Job Summary:**

The Communications Officer will support communications, engagement, promotions, events and media management. He or She will play a key role in gathering communication information and overseeing the preparation, or supervision of communication outputs such as documentaries, factsheets, photographs, case studies, social media, and field situation reports. The outputs produced will be useful for external documentation needs for reports to donors, partners, and stakeholders

### **Key Task and Responsibilities**

- Establishment and promotion of an organization's brand (Good Neighbors Cameroon) and all related project with Focus on the PULCCA project and the Korean Embassy Grant project of the Far North.
- Enhancing the visibility of Good Neighbors through strategic communications
- Create, coordinate, and execute communication plans to increase public awareness about Good Neighbors and related projects in the Far North Region with Focus on the PULCCA project and Korean Embassy funded project.
- Maintain communication and relationships with internal and external stakeholders
- Develop high-quality content including documentaries, factsheets, photos, stories, articles, press releases, social media, and reports that highlight the impact of our programs and align with organizational goals.
- In collaboration with the Good Neighbors Fund Raising Focal person, maintain and update the organization's website and social media platforms with engaging content that attracts and retains supporters.
- Write, edit, and distribute various types of content, ensuring consistent messaging across all communication channels
- Support in creating and producing internal engagement materials for the organization, keeping staff informed and engaged with organizational updates and achievements.

### **Media and Public Relations**

- Work together with GN Fundraising Focal in advertising, social media, and media relations.
- Maintain a database of media organizations and contacts within them, ensuring effective outreach and relationship management.
- Together with Good Neighbors fund raising focal, ensure development of the compelling content, manage digital platforms, and maintain media relations to amplify the impact of Good Neighbors in Cameroon.



- Working with external technical teams to prepare representations for media interviews, public events, and other forums to amplify the visibility of partnership projects with WFP and Good Neighbors actions as a whole.

**Advocacy and External Communications:**

- Develop and maintain working relationships with external media personnel such as journalists in multiple types of media outlets to promote positive coverage and maintain media partnerships.
- Support advocacy efforts by developing communication materials that promote policy change and raise awareness on different humanitarian and development thematic areas related to Good Neighbors intervention
- Work together with external resource persons in the design of sensitization and visibility materials for related activities

**Budget and Reporting:**

- Support in ensuring inclusion of communication needs in new project proposals, activity budget preparation and expenditure of the organization's communication budget, ensuring efficient allocation of resources to achieve communication goals.

**Qualifications:**

- Degree in Communications, Public Relations, Marketing, Journalism or a related field.
- At least 2-3 years of professional experience in communications, preferably with an NGO
- Proven ability to develop and execute communication strategies with a strong understanding of digital and traditional media platforms.
- Proficiency in graphic design tools and proficiency in video editing software is an added advantage.
- Experience in professional photography and or videography.
- Experience in social media management and analytics.
- Excellent oral and written communication skills, with a keen attention to detail
- . Good networking skills, with the ability to build and maintain relationships with diverse stakeholders.
- Ability to multitask and prioritize projects in a fast-paced environment.
- Ability to work under minimal supervision and have impact on input on program indicators

**Required skills**

- Mastery of internal and external communication techniques

- Expertise in digital communication and social media management
- Writing skills for press releases, press kits, and other editorial content
- Knowledge of institutional, event, and corporate communication
- Mastery of Photography, videography, and editing skills with Adobe Creative Suite as well as social media management skills.

## **ADMINISTRATIVE & FINANCE ASSISTANT**

### **Job Description:**

Under the supervision of the Project Finance Officer, the Administrative & Financial Assistant 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 and administrative assistant of the project include:

### **Finance**

- Assists the project Finance Officer in developing and maintaining financial systems.
- Assists the project Finance Officer in in planning, directing and controlling accounting and financial operations.
- Assists the project Finance Officer in preparing accounting reports and documents.
- Prepare all payment requests related to project activities, procurements and travel of staff
- Monitor 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
- Evaluate 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.
- Effectuate the payment of transport of all program participants
- Make sure of the readiness of all documents of monthly closing (Scanning files, cash exchange, etc.)
- Collect and archive financial documents with needed supporting documents (PR, Invoice, Payment, quotation, emails...etc.).
- Manage petty cash purchases when assigned by project Finance Officer
- In charge of double checking all supporting documents related to payments before submitting filing or submitting to Finance Officer
- Ensure payment of all invoices within the required timeframe;
- Support the preparation of internal control and external audit
- Contribute to the analysis of pro-formas;
- Assist the Finance Officer in recording the monthly financial report

- Assist in budget planning of activities;

### **Administrative duties**

- Keeping detailed HR archive files for all PULCCA 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

### **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:

- At least a Bachelor's Degree in Finance, Business administration, accounting or another equivalent domain
- At least 2 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

At each stage, only selected candidates are contacted.

### **HOW TO APPLY AND DEADLINE FOR APPLICATIONS**

Interested candidates are invited to submit by e-mail 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](mailto:recruiting.gncmr@gmail.com) with the title of the post you are applying for in the subject line

(For instance: **"Field Monitoring Officer \_ PULCCA 2025 GNCMR"**)



**DEADLINE: 22<sup>th</sup> 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