

<b>Job Title:</b>	Field Support Officer- NWSW
<b>Location:</b>	Bamenda/Buea
<b>Department:</b>	Operations
<b>Line Manager:</b>	Safety Advisor

**Overall purpose of Role:**

As the Field Support Officer for Northwest/Southwest region, the key responsibilities of your position will be to oversee the support the field office in HR, administration, logistics and finance. The Field Support Officer works of under the line management of the Safety Advisor with a reporting line with the Finance and Operations Manager/s in the main country office.

**Main Duties and Responsibilities:**

**Finance**

- Process petty cash and bank transactions. Issue cash advances as authorized. Set up and manage a record system for the sums advanced as agreed with the Finance Manager.
- Collect the supporting documents to close all outstanding advances before the month-end.
- Complete month-end closing according to the agreed schedule. Prepare journal entries, properly coded, allocated and reconciled to enable direct import to SUNSYSTEM. Compile and prepare the accounting and audit documentation, upload the digital copies referenced chronologically in SharePoint, before sending the originals to the Finance department located at the main country office.
- Monthly estimate the cash requirement for the field office, antennas, and upcoming business trips. Timely submit the cash transfer request to the Finance department.
- Act as a point of contact for finance queries and provide financial support to team members. Partake training of staff with financial functions. Time to time travel to other field offices for support or to deliver orientation to counterparts newly recruited.

## Human Resources

- Facilitate visa permits, residency cards, tax regulations, accommodation, etc.
- Record all leave and other absences for field office staff.
- Ensure that field office staff have INSO IDs.
- Ensure that all field office staff are aware of and understand INSO staff regulations and policies.
- Liaise with health insurers as required.
- Ensure that staff time sheets are properly filled and cross checked with leave and absence records and sent timely to the Operations Manager as required each month.

## Logistics, Procurement and Operations

- Assist supervisor in procurement activities, in collaboration with field operations and program teams
  - Ensure the procurement process is as per the SOPs, with proper documentation supporting all the purchases
  - Assist with identification of suitable vendors, collection of price quotes, documentation of procurement process, and management of electronic and paper procurement files
  - Responsible for circulating RFQs, preparing bid analysis, and issuing purchase orders
  - Coordinate all logistical arrangements for project-related events, workshops, seminars, and other training activities
  - Help manage and administer office resources, including office space, assets including laptops, other related office systems and equipment.
  - Maintain and update inventory list as per INSO requirements and submit quarterly reports.
  - Ensure all assets are tagged and keep record of movement of assets.
  - Ensure physical verification is done on a bi-annual basis.
  - Monitoring of vehicle movement through vehicle log sheet
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- Manage repairs and maintenance of INSO's facilities, equipment, and vehicles.
  - Maintain a sufficient stock of office supplies and fuel for the office.
  - Implement logistical practices and policies and coordinate closely with the Operations Manager regarding contracts and procurement of goods and services.

**Essential knowledge, skills, and experience:**

- Preferably at least 2 years of relevant work experience in similar roles with NGOs
- A professional certificate in finance, accounting, logistics, HR or another relevant field
- Proficiency in Microsoft Office
- High attention to detail
- Ability to process large amounts of data
- Good English language skills, both written and verbal
- Time management skills

**Warning Clause:**

This job description is not an exhaustive list of skills, efforts, duties and responsibilities related to the position.

**INSO Safeguarding Policy**

INSO is fully committed to the safe recruitment, screening and vetting of all potential new employees, directors and volunteers and we will ensure strict adherence to our code of conduct and safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be followed:

- All job offers will be conditional on obtaining at least two satisfactory professional references.
- INSO will ask applicants about significant gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional certifications and memberships will be verified.
- The successful candidate will be required to provide a valid identification document (passport, identity card).
- All new hires will receive an orientation to the INSO Safeguarding Policy and Procedures and associated documents (Code of Conduct, Whistle-blower, etc.).
- All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

**Submission of applications**

Applications (letter of motivation, detailed CV, references of at least 3 persons) must be sent to the e-mail address "[jobs@cmr.ngosafety.org](mailto:jobs@cmr.ngosafety.org)" with the mention of the subject of the e-mail "[FSO/NWSW/03/2025](#)" by completing the link below: <https://forms.office.com/e/YwJEiBSi61>

**Deadline for applications: 16/03/2025 at 23:59'.**

NB: Please note that applications will be processed spontaneously after receipt, only shortlisted candidates will be contacted.