



**The World Wide Fund for Nature (WWF) Cameroon is looking for a Finance and Administration Intern as part of the Impact Programme for Integrated Forest Landscape Management in the Congo Basin (GEF 7).**

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

**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.

For our Impact Programme for Integrated Forest Landscape Management in the Congo Basin (GEF 7), we are looking for a dynamic and committed **Finance and Administration Intern**.

**Reports to: GEF 7 Finance Manager**

**Location: Yaounde, Cameroon**

**Duration: Six (06) months.**

**Mission of the Department:**

The Global Environment Facility (GEF) Council approved the 6-year Congo Basin Sustainable Landscapes Impact Program (CBSL IP) which encompasses a regional component, managed by UNEP, and several national child projects in the countries of the Congo Basin.

The Cameroon child project is managed by WWF-US as the GEF Agency, executed by the Ministry of Environment, Protection of Nature and Sustainable Development (MINEPDED) with WWF Cameroon as Financial Administrator. It addresses the drivers of forest loss and degradation through strategies aimed at strengthening the integrated management of Cameroon's globally important forest landscapes in the Congo Basin, to secure its biological integrity and increase economic opportunities and livelihoods for forest dependent people.

Over the six-year project period, these strategies will be addressed through the implementation of five components:

- 1) Mainstreaming integrated land use planning (LUP) and management.
- 2) Improving management effectiveness and governance of high conservation value forests, and targeted interventions to protect their endangered species.
- 3) Advancing sustainable forest management (SFM) through non-timber forest product (NTFP) and hardwood value chains.
- 4) Increasing benefit generation from biodiversity through sustainable tourism development.
- 5) Monitoring and evaluation (M&E), knowledge management (KM), and regional coordination.

The project targets key Cameroon trans-frontier forest landscape, which stretches from the Rio Campo seascape on the coast, across the Cameroon segments of the Tri-National Dja- Odzala-Minkebe (TRIDOM) and Sangha Tri-National (TNS) landscapes towards the east. The target areas for project interventions under each strategy are dependent on site-specific considerations, including the potential to achieve meaningful results in the six-year project period, baselines and

available co-financing, and the ability to manage all environmental and social safeguard considerations. Several partners and sub-contractors will be involved or hired for the implementation of different project tasks. Their contribution will need to be coordinated and constantly monitored.

In this context, we are looking for a Finance and Administration Intern with a spirit of integrity and dedication, to assist in Financial, Administrative & Accounting operations of the project.

#### **Major functions:**

The Finance and Administration Intern assist in a wide variety of accounting documents such as invoices, program billings, employee reimbursements, cash payments and receipts; assist in preparation and process documents to disburse funds, make deposits; assist in management of fixed asset and related reports and maintain records.

#### **Major duties:**

He/she will support the Finance Department, among others, for:

- Booking of transactions and work closely with the Accountant for the smooth process of disbursements to partners. He is in charge of the day-to-day bookkeeping.
- Assisting in Process payments and documents such as invoices, journal vouchers, employee reimbursements, and statements;
- Verifying employee expense claims;
- Filing physically and electronically (scan) and/or remove records and reports on a monthly basis
- Assisting in the timely closing of monthly account
- Assisting in preparing cost recovery journals;
- Providing assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Assisting in the management of fixed assets and prepare reports as described in the procedure manual under the supervision of the Accountant
- Perform other related duties as required.

#### **Profile:**

##### **Required Qualifications and Experience**

- BSc Degree in Accounting/finance or a related field.
- At least six (06) months professional experience in financial accounting, preferably in an international environment (NGO or company) is an added value.

##### **Required Skills and Competencies**

- Proficiency in the use of MS Office applications, particularly advanced level in MS excel is required.
- Experience in using ERP system is highly desirable
- Knowledge of automated accounting systems.
- Knowledge of spreadsheets and database software.
- Knowledge of general record keeping and filing systems.
- Ability to reconcile and/or balance financial transactions and accounts.
- Ability to assist others in solving work problems.
- High ethics and a personal commitment to transparency and accountability.

##### **Required values and behaviors**

- Aligns and identifies with the core values of the government of Cameroon and the WWF organization: Courage, Integrity, Respect and Collaboration.

- Demonstrates behaviors: Strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Acts with highest integrity, accountability, and transparency.

### **Working Relationships:**

Collaborates and works closely and on a regular basis with GEF 7 PMU staff and finance and administration staff, and project technical staffs.

This job advert covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from intern. Other tasks may be assigned as necessary according to organizational needs.

### **How to apply:**

- 1) Follow the link: [https://cameroon.panda.org/apply\\_to\\_a\\_job/apply\\_for\\_a\\_job/](https://cameroon.panda.org/apply_to_a_job/apply_for_a_job/) (with a computer, please do not use a mobile phone)
- 2) Choose the job **J204 – GEF Finance and Admin Intern**
- 3) Answer to the questionnaire
- 4) After filling the questionnaire, send your CV and cover letter via the email address [recruit-cam@wwfcam.org](mailto:recruit-cam@wwfcam.org). Please mention your name and the job reference in the email subject line. Example: Nana – J204

**Deadline for applications: 25 January 2026.**

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, committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals, regardless of gender, race, religion, experience, or background.*

*The publication of any job, consultancy or service provider opportunity and any subsequent communications, interviews or discussions does not constitute a binding commitment by WWF. No contractual or financial obligation shall arise on the part of WWF until a formal written contract has been duly signed by both Parties following completion of the selection process.*

*All stages of this process remain part of the negotiation phase and are subject to WWF's internal validation and administrative approvals. WWF reserves the right, where necessary, to modify, postpone or cancel the process at any stage prior to formal engagement, without incurring any liability toward applicants or third parties.*