



THE
LUTHERAN
WORLD
FEDERATION

World Service

member of **actalliance** *Cameroon Program*

Job announcement

The Lutheran World Federation (LWF) is a global communion of 148 churches in the Lutheran tradition, representing over 77 million Christians in 99 countries. The Department for World Service is responsible for LWF's humanitarian and development work whose actions are defined around three key programmatic areas: Livelihoods, Quality Services and Protection & Social Cohesion, including cross-cutting themes such as Climate Justice, Gender Justice and Advocacy for fundamental Rights.

The LWF's headquarters in Geneva, Switzerland. It has been present in Cameroon since 2014 and intervenes mainly in the domains of Livelihoods, Education, Peace and Social Cohesion, Environment/Energy and Water, Hygiene and Sanitation (WASH); in four regions namely: East, Adamaoua, North and Far North with a representation office in Yaoundé in the Centre region.

As part of its activities in Cameroon, LWF is recruiting:

Job title: One (01) Program Coordinator

Line manager: Country Representative.

Place of assignment: Yaoundé.

Contract duration: One year renewable according to performance with a 3-month trial period.

Main objective of the position:

The Program Coordinator (PC) is based in Yaoundé with frequent missions to LWF field offices: Bertoua, Batouri, Maroua and Kousseri. He/she is responsible for coordinating LW's response in Cameroon and reports to the LWF Country Representative or to the person designated by him/her to carry out his/her duties.

This is a leadership position, requiring effective diplomacy, critical, analytical, facilitative and inter/intra-personal skills, advocacy and reporting skills. Fluency in French and English is a strong asset for this position.

He/she will always be guided by the Memoranda of Understanding signed between the LWF and the Cameroon government and other UN system organizations which provide strategic guidance and operational parameters, the purpose of this position is to provide leadership and overall management and coordination of the program.

More specifically, duties and responsibilities will include the following:

A. Leadership:

1. Be responsible for the proper coordination of the operations of the various regular LWF projects in Cameroon, ensuring that implementation is managed in a professional and competent manner.
2. Be a member of the LWF Country Management Team (CMT) in Cameroon and, as such, responsible for ensuring that the LWF Country Representative receives timely and professional advice on all matters related to the program.
3. Take advice on program matters from the LWF Regional Program Coordinator in Geneva and, as appropriate, any Thematic Program Officer or Program & Monitoring Evaluation covering Cameroon.

4. Be the supervisor of program staff (regular projects), providing leadership and support to other team members. This includes reviewing work plans, appraisals and consulting with Human Resources to contribute to a staff development plan.

B. Project coordination:

1. Be responsible for the overall coordination of LWF regular project operations in Cameroon, including the field offices mentioned above.
2. Be responsible for the professional implementation of activities, in accordance with relevant project agreements (and memoranda of understanding, where applicable) with relevant agencies and donors, and in accordance with current policies, codes of conduct, PSEA codes and strategies.
3. Assess and identify additional staffing needs in the LWF/DWS Cameroon program, provide advice to field project management for new recruitment (replacement or new position) and participate in the development of job descriptions for international recruitment.
4. Serve on the interview panel for the recruitment of senior project and program staff.
5. Organize comprehensive and clear orientation, information and induction courses for newly recruited staff and/or existing staff employed in new positions within the program, with particular emphasis on briefings, safety tips, codes of conduct and PSEA.
6. Participate in the preparation of the project proposal, report and other documents related to program issues, ensuring staff participation, in accordance with donor requirements/formats and deadlines, and in line with LWF/DWS policies and guidelines.
7. Ensure that planning, monitoring and evaluation of projects and project components are conducted in accordance with donor requirements/formats and in a timely manner, with a view to standardizing M&E practices and approaches across the program.
8. Ensure that all activities and implementation comply with all established guidelines and policies in accordance with any agreement between LWF and its partners. This implies that there is a cordial relationship and coordinated approach developed and established with identified (local) partners, project coordinators as well as program level area managers (i.e. finance, logistics/procurement and human resources/administration).
9. Liaise and collaborate closely with the government (GoC), UN agencies (WFP, UNHCR, OCHA, etc), in-country donors and international NGOs, related agencies and others regarding all program activities to ensure and promote a coordinated approach to program development (including participation in relevant workshops and meetings) and to keep various staff members informed and updated.
10. Coordinate and participate in regular staff coordination meetings and develop the agenda in liaison with other senior staff.
11. Be responsible for updating the security plan of the LWF-Cameroon program in collaboration with the security officer based on the latest information available and security briefings of all local staff and briefings of visitors to the program.
12. Effectively manage and supervise regular project activities in the field, spending most of his/her time in the field (and as needed) providing project management support, monitoring and discussing important program issues with project management, and reporting to the Country Representative.

C. Planning/ Monitoring/ Evaluation and Reporting:

1. Act as focal point for uploading and data entry on the Activityinfo system.
2. Act as the main focal point for LWF Cameroon's Monitoring & Evaluation (M&E) of project activities and develop, implement and monitor an M&E plan in accordance with donor requirements and internal LWF guidelines.
3. Coordinate with PMER officers and project coordinators in the development of project or project component implementation plans, outlining key actions, milestones and timelines to ensure that project objectives are achieved.
4. Provide the Country Representative with regular updates on project monitoring, with key results and challenges, project status and project components, identifying areas for improvement and recommending improvements.
5. Supervise the collection of baseline and M&E data.

6. Review and adapt data collection forms and procedures, and propose them to teams and train teams in their use.
7. Promote and explain the importance of M&E, compile lessons learned along the way, and present them in a usable format.
8. Ensure that the M&E system in place allows for easy project evaluation.
9. Create and/or correctly use the existing data base.
10. Prepare Monitoring Review sessions.
11. Ensure that accountability aspects are integrated into the program, good governance, and that beneficiaries take ownership of the project.
12. Ensure the quality and consistency of the data collected (including the system), and discuss this with the Program Coordinator.
13. Organize sessions to share lessons learned in the program.

Qualifications required:

1. A higher education degree recognized as Bac + 5 University years such as in Agricultural Engineering, Project Management, Development Studies, Humanitarian Studies, Social Sciences or other field studies directly relevant to the position.
2. Strong writing and communication skills in French and English.
3. Experience required: At least 8 years' proven experience in managing and leading program teams in humanitarian and development contexts, with development contexts, with proven experience in project procurement as well as experience in project management and support to program staff throughout the project cycle, evaluation. Previous experience in climate change programs would be an asset.
4. Good knowledge and experience in partnering with major international donors engaged in humanitarian and development programs.
5. Strong fundraising skills to broaden and diversify funding sources, supported by quality program delivery and operational excellence.

Recruitment procedures:

- Recruitment will follow the following procedures:

- Screening of applications
- Pre-selection of candidates
- Written test and/or oral interview (shortlisted candidates only).

- Applications must include:

- A Curriculum Vitae with three (03) reference persons mentioning their e-mails and telephone contacts,
- An application letter addressed to the LWF Cameroon Country Representative.
- A motivation letter addressed to the LWF Cameroon Country Representative,
- A Criminal record extract, bulletin number 3, less than three months old,

- Diplomas copies/work certificates.

How to apply :

- Applications must mention the position title in the email subject, and be sent by e-mail only to: procurement.cameroon@lutheranworld.org
- All application documents will be scanned in PDF format and transferred to a single file. Applications from candidates whose files do not comply with this instruction, and whose position title is not mentioned in the email subject will not be processed.
- Shortlisted candidates will present the originals of their application documents to the recruitment panel before interviews.
- Appointee candidate will present the originals of his diplomas before signing the employment contract.

The deadline for applications is 29th September, 2023 at 5pm.

Yaoundé, 12th September, 2023

Country Representative - LWF Cameroon

Philbert HABONIMANA

