



# LOCAL YOUTH CORNER CAMEROON

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*Motto: Working Together for a Common Good and a Peaceful*

## JOB DESCRIPTION

<b>Job Title</b>	Project Officer
<b>Reports to</b>	Regional Programs Manager
<b>Job location</b>	Bamenda, Cameroon
<b>Start Date</b>	June 2024
<b>Contract Duration</b>	6 months renewable

### About the Organization

Local Youth Corner Cameroon is a national, non-profit, youth-led non-governmental organization created in 2002 with the focus of working with youth to promote youth empowerment, inclusion and participation in policy making and development process. LOYOC seeks to build peace and conflict prevention, prevent youth radicalism and violent extremism through training, peer-to-peer education, sports, policy recommendations, and research, etc, and create an enabling environment for young people to exercise their full potential. As a youth-led organization, we apply a Positive Youth Development Approach that strengthens the assets/skills, sense of agency, opportunities for contributions, and the enabling environment for youth.

The organization currently has 4 operational offices with headquarters in Yaoundé. With the need to recruit visionary and passionate young peace builders to push the organization's vision and with LOYOC being an equal opportunity employer, we are currently looking for dedicated youths who are ready to not only share our goals but grow as well with the team.

### Job Purpose

Under the supervision of the Regional Programs Manager, the Project Officer will provide effective and efficient support in planning, coordination, and management of LOYOC and Dallaire Institute's Initiative focusing on Youth, Peace, and Security in Cameroon. This will require:

- Substantial initiative and judgment;
- Understanding of LOYOC's operationalization, policies, and procedures;
- Close collaboration with the Programs Coordinator, National Programs Manager, MEAL Officer, and LOYOC's finance team.

### Duties and Responsibilities

**Project implementation**

- Support the engagement with project participants periodically to ensure that activities meet participants' needs, project objectives and the key activities are taking place as planned;
- Engage with key government and non-governmental interlocutors, including CSOs, companies and peace building agencies, through project activities;
- Accompany partner organisations in the planning and implementation of activities against the work plan and the project strategy in collaboration with the Project Coordinator and ensure that partners adhere to the terms and conditions of their contracts on the project.

#### **Budget Management**

- Support the finance and administration team relating to project implementation, including preparation of cash requests and returns;
- Maintain the project filing system and ensure the effective recording, documentation, and filing of project activities, M&E data, internal and external project meetings;
- Ensure timely management and resource utilization in line with the developed Annual and Quarterly work plans;
- Support the coordination and logistics for workshops and field visits.

#### **Leading in project compliance**

- Coordinate and organize activities with partners using a community and participatory approach to achieve the expected results of the project;
- Contribute to the development of the project's strategy and activities ensuring they are conflict and gender sensitive.

#### **Project Reporting, Monitoring and Evaluation**

- Support in the organization and facilitation of reflection and planning sessions with partners as often as necessary and develop recommendations for the adaptation of the strategy of the project based on the results of these sessions;
- Support the collection of relevant information from partners to feed into the monitoring and evaluation of the project, including activity reports
- Support in preparation of donor reports and project completion reports in coordination with the Project Manager and the M&E officer under the supervision of the Project Coordinator;
- Collect and give constructive feedback on partner organization's activity reports and develop reports based on the context and other data collected from the field; submit these reports to the National Programs Manager in a timely fashion;
- Undertake field visits as often as possible in order to ensure the effective implementation of activities by partners and ensure these are being implemented in line with the TORs validated by the Project Coordinator;
- Participate in preparation of Monthly, quarterly, and annual project reports in collaboration with the SPO & Monitoring and Evaluation Officer.

#### **Contribute to LOYOC's organizational processes and strategies**

- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects

- Any other tasks as may be reasonably required;
- Contribute and assist in weekly staff meetings, sharing regular updates on the project;
- Actively participate in LOYOC's team meetings and other meetings as required;
- Participate in relevant coordination mechanisms.

**Other relevant tasks as required by the line manager**

**Travel requirements**

This position is based in Bamenda, with regular travel to the South West and Centre regions of Cameroon.

**ESSENTIAL REQUIREMENTS**

University degree in International Development, Political Sciences, Peace and Conflict studies, or any other related subject

NGO project implementation experience of minimum of 4 years– including activity implementation, community engagement, monitoring and reporting.

Excellent working knowledge (spoken, written and reading) of English and French

Experience of implementing community-based programming in Dialogue, Youth Peace and Security, governance, peace building programming

Experience in engaging with partners and other stakeholders

Excellent report-writing and editing skills

Strong organisational skills with the ability to manage personal workload and meet deadlines

Knowledge and experience of M&E methodologies

Strong understanding of the context of dialogue, peace building and good governance in Cameroon

**DESIRABLE REQUIREMENTS**

Understanding and familiarity with conflict-sensitive approaches to development

Familiarity with gender and development concepts, and experience of implementing gender-sensitive programmes

Knowledge and experience of M&E in the peace building sector

Experience of project design and fundraising

Experience with Outcome Harvesting/ Outcome Mapping methodologies