



# LOCAL YOUTH CORNER CAMEROON

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REG N° 000850/RDA/J06/BAPP

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

## JOB DESCRIPTION

<b>Job Title</b>	Project Manager
<b>Reports to</b>	Project Coordinator
<b>Job location</b>	Yaounde, Cameroon
<b>Start Date</b>	June 2024
<b>Contract Duration</b>	1 year 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 Project Coordinator, the Project Manager will be responsible for managing LOYOC and Dallaire Institute's initiative focusing on Youth, Peace, and Security in Cameroon. He or She will be responsible for providing strategic direction and guidance to the project and overseeing the timely and effective implementation of the project. S/he will bring in leadership and peace-building knowledge and expertise to ensure high-quality, high-impact project outputs and outcomes. The project manager is also responsible for timely and accurate financial reporting, monitoring progress and impact of the project in both financial and technical terms. I. He or She will play a role in promoting key learning for the improvement of the project and for wider learning of the organization

### Duties and Responsibilities

**Project Implementation and Management**

- Engage with project participants and partner organizations 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-government interlocutors, including the donor, and peace-building agencies.
- Coordinate with the Finance team in managing budgets and producing financial reporting to donors and government, ensuring compliance with any donor requirements, policies and procedures of Alert and the audit requirements.
- Create and maintain a project filing system, and ensure effective documentation including recording, documentation, and filing of project activities, M&E data, and internal and external project meetings.

#### **Staff, Consultant and Project Management**

- Line manage, support and undertake performance management of the Project Officer, and M&E Officer including work planning
- Take the lead in the drafting of Terms of References, monitor progress of deliverables and provide feedback as necessary, and ensure that the work of other project staff is consistent with the overall project implementation plan

#### **Project Monitoring and Evaluation and Knowledge Management**

- Oversee the development of a monitoring and evaluation plan and appropriate M&E tools and ensure adoption of the tools to measure the progress.
- Coordinate the collection of relevant information from partners and staff to feed into the monitoring and evaluation of the project and work on drafting as well as finalizing donor reports and project completion reports, including financial reports, in coordination with the Project Coordinator
- Lead development of research methodologies including context analysis and other research processes and provide a strategic lead for possible adaptation responding to the contextual analysis and changes within the project.
- Lead regular reflection/review meetings, production and dissemination of high-quality project outputs, publications, and communications materials and disseminate lessons and findings internally and externally.
- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/project

#### **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**

- Lead 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;

- Lead the collection of relevant information from partners to feed into the monitoring and evaluation of the project, including activity reports
- Lead 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;
- Ensure that the partners submit timely monthly updates that conforms to the standards of LOYOC, and Dallaire Institute
- 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 Project Coordinator in a timely fashion;
- Supervise the undertaking of 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 Terms of References 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 organization-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 Project Coordinator.**

**Travel requirements**

This position is based in **Yaounde** with regular travel to the North West and South West Regions of Cameroon.

**ESSENTIAL REQUIREMENTS**

A Master's Degree either in International Development, law, conflict and peace-building studies, human rights, Social/Political Science, and other relevant subjects.

At least 6 years experience in project management, including responsibility for project planning, admin/finance issues, contract management, and donor & partner relationship management

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

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

Experience in engaging with partners and other stakeholders

Excellent report-writing and editing skills

Strong organizational skills with the ability to manage personal workload and meet deadlines
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Knowledge and experience of M&E methodologies
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Strong understanding of the context for peace-building and good governance in Cameroon
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<b>DESIRABLE REQUIREMENTS</b>
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Understanding and familiarity with conflict-sensitive approaches to development
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Familiarity with gender and development concepts, and experience of implementing gender-sensitive programmes
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Knowledge and experience of M&E in the peace-building sector
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Experience of project design and fundraising
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Experience with Outcome Harvesting/ Outcome Mapping methodologies
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<b>GOOD LUCK!!!!!!</b>
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