



## JOB DESCRIPTION - PROJECT MANAGER

As part of the PARADE 2 project, the CDA is recruiting a project manager

The Cameroon Debate Association (CDA) is an apolitical and secular association, open to Cameroonian youth. Its main purpose is to offer young people of both sexes the opportunity to acquire the knowledge and methods necessary to develop their personality and facilitate their social integration, and to offer them opportunities to lead, individually or collectively, actions aimed at the well-being of their communities.

PARADE project. Now in its second phase, the Project for the empowerment and integration of the internally displaced persons in Dschang and its Surroundings (PARADE 2) targets displaced English speakers residing in the municipalities of Dschang, Santchou, Bafou and Mbouda. PARADE 2, primarily, aims at promoting peace and citizenship in the IDP host communities, contribute to the integration and capacity building of English-speaking displaced people. Then, while preparing them for the return, it promotes self-employment and socio-economic integration of young people, women and girls English-speaking displaced with a favorable impact on the management of the post COVID-19 environment, including waste and garbage. Spread over ten (10) activities, this phase is a continuation of the first with a direct target of six (06) thousand displaced from NOSO.

### I: MISSIONS

- Coordinate the design and execution of the project per activity and sub-activity;
- Guarantee additional funding for PARADE 2;
- Ensure efficient management of PARADE 2 and prepare PARADE 3;
- Design two or three new bankable projects for displaced from NOSO;
- Contribute to strengthening the skills of the project team;
- Set up a monitoring and evaluation system by activity and sub-activity;
- Develop an efficient local, national and international partnership model based on databases;

- Develop a fundraising plan for the crowdfunding platform for displaced and the underprivileged's projects;
- Serve as a link between donors, the CDA executive office and the project team under his/her leadership.

## II: TASKS

- Optimization of the distribution of resources (human resources, material, etc.) in order to arrive at optimal solutions or at lower cost;
- Coordination of programming and budgeting of activities and sub-activities;
- Design, distribution and validation of training tenders, animation and monitoring-evaluation to partners and experts;
- Coordination of the production and timely translation of all the reports to be sent to donors every two months and the general activity reports at the end of the project;
- Coordination of monthly meetings (and / or weekly) of the project team.
- Monitoring in the execution of the project with the triptych in standby: cost of the project, quality of the result and deadline;

## III: SKILLS

- Master II in social sciences, management, law or international relations;
- At least 1 year of experience in managing community development projects;
- Good fundraising capacity;
- Good manager;
- Strong coordination and delegation capacity;
- Know how to motivate, communicate and negotiate;
- Great capacity for innovation and creation of opportunities;
- Have excellent writing skills;
- Good knowledge of MS Project software, excel, word, etc.

### III: POSITION CONDITIONS

- Position type: Permanent;
- Working time: Full;
- Number of hours: Weekly;
- Place of work: CDA headquarters;
- Displacement: Regularly;
- Means of recruitment: CDA-volunteer contract - 11 months

### IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address [parade.cameroon@gmail.com](mailto:parade.cameroon@gmail.com) with the title "JOB-PARADE 2020-PROJECT MANAGER"

Each application includes:

- A cover letter adapted to the position requested
- CV (no more than 5 pages)
- A declaration of good character duly signed.

The incomplete or non-compliant application files will simply be rejected.

- Call for application: June 15, 2020
- Deadline for applications: July 31, 2020 at 12:00 p.m. GMT.
- Response to preselected candidates and technical tests: August 15, 2020
- Interviews (Dschang, online or phone): **August 28-29, 2020**
- Starting date : 02 September 2020

More information on the PARADE project,

here: <https://debatecameroon.org/fr/le-projet-parade/rapports-parade/>

NB: Only the preselected candidates will be notified.