



JOB DESCRIPTION - PROJECT ASSISTANT

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

JOB DESCRIPTION

Project title	Project on the empowerment and integration of the internally displaced persons in Dschang and its Surroundings - phase 2 (PARADE 2)
Function	Project Assistant
Type of Contract	Fixed-term and volunteer contract
Duration	10 months
Nature of the position	Full-time
Number of working hours	Weekly
Assignment	All the targeted areas cited for the implementation of the activities planned in the project
coordination (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the interested partners spelled out in the project
Travel	Yes-very regularly
Subordinates	Seven (7) people

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

- Design and execute the project's activities and sub-activities;
- Assist / replace the project manager in the execution of all activities and sub-activities in the field;
- Ensure and organize online and field communication monitoring around the PARADE project;
- Coordinate the parade team at the head office and in the field;
- Represent the project manager with partners and donors
- Work to find additional PARADE 2 funding;
- Develop a database of potential local, national and especially international partners;
- Have at least six strategic partnership agreements signed with national (03) and international (03) partners;
- Supervise fundraising campaigns on online crowdfunding platform.

II: TASKS

- Design technical sheets by activity and sub activity;
- Design activities and sub-activity in bankable mini-projects + TDR with reference to PARADE 2 project;
- Design calls for tenders in training, animation and monitoring-evaluation;
- Reception and study of responses to calls for tenders by partners / experts and submission of minutes to the hierarchy or supervisor;
- Interpretation, translation of reports and documents from English to French and vice-versa;
- Coordination and / or drafting of field trip reports, team-project meeting, CDA and partners;

- Supervision of the writing / translation of reports by activity and sub-activity and general activity reports to be submitted to the hierarchy or superior;
- Production of bimonthly reports on the progress of the project to be submitted to donors;
- Organization of meetings scheduled by the project manager;
- Drafting and coordination of negotiation protocols, meetings and field trips
- Any other task entrusted to the candidate and deemed useful by his superior.

III: RESEARCH PROFILE

- License III or master in any field;
- Be perfectly bilingual (French & English);
- At least six (06) months of experience in managing community projects;
- Refined negotiative skills;
- A great listening spirit;
- Great organizational and programming capacity;
- Ability to faithfully perform multiple tasks at once;
- Results-oriented in strict compliance with deadlines;
- Courageous and passionate about IDP issues
- Excellent writing skills;
- Able to work under pressure;
- Will to learn.

IV: TERMS OF RECRUITMENT

The application files are sent exclusively by e-mail to the address parade.cameroon@gmail.com with the title "JOB-PARADE 2020-PROJECT ASSISTANT]".

Each application includes:

- A cover letter adapted to the position requested
- CV (not 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: 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

For more information on the project PARADE, follow the link bellow:
<https://debatecameroon.org/fr/le-projet-parade/rapports-parade/>

NB: Only preselected candidates will be notified..