



JOB DESCRIPTION - EXECUTIVE ASSISTANT

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

JOB DESCRIPTION

Project title	Project on the empowerment and integration of the internally displaced person in Dschang and its Surroundings - phase 2 (PARADE 2)
Function	Executive-Assistant
Type of Contract	Fixed-term, internship contract
Duration	10 months
Nature of the position	Full-time
Number of working hours	Weekly
Assignment	CDA Headquarters
Coordinator (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the partners planned in the project
Travel	No-except when necessary
Subordinates	No

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

- Assist the administrator in carrying out the tasks related to administration and accounting;
- Ensure good management of the daily, weekly and monthly planning of activities;
- Ensure the production, transmission / reception and processing of letters and emails;
- Report / Coordinate the sending / receiving of monthly activity reports from association members and the project team under the auspices of the Chairman of the Supervision Committee;
- Edit / review activity reports and IDP projects;
- Represent the accountant administrator or the project manager in case of impediment;
- Work in search of partners and other donors in collaboration with the project assistant;
- Ensure good communication within the association;
- Set up a system for receiving, using, leaving and entering equipment;
- Work on the digital and physical archiving of files linked to the PARADE project or to CDA activities;
- Manage all events of the project team, in particular the organization of meetings, conferences, partnership meetings and interviews;
- Coordinate hygiene and cleanliness at headquarters;

II: TASKS

- Reception of visitors, guests and beneficiaries of the PARADE project and members of the association;
- Management of the PARADE e-mail address and the two CDA e-mail addresses in collaboration with the project manager and the CDA President;
- Design of visit and attendance control sheets for the project team;
- Participation in meetings, ordinary and extraordinary general meetings of the association;

- Preparation and organization of all project team meetings at headquarters;
- Writing meeting and / or negotiation reports;
- Search / contact of potential partners, sponsors and online funders;
- Statistical reports each month on the number of visitors, meetings at headquarters, missions and partnership meetings, etc;
- Statistical reports on the number of emails and letters received each month;
- Statistical reports on the number of partnerships established by email each month;
- Sorting in numerical or alphabetical order of all accounting files;
- Official online communication on the CDA website and social networks;
- Project team's fixed-phone management
- Payment of invoices and subscriptions;
- Management of space and displays, communicated to headquarters;
- Any other task entrusted to the candidate and deemed useful by his superior.

III: RESEARCH PROFILE

- Holder of a general baccalaureate or a license in law, human or social sciences;
- Very good command of administrative writing (essential)
- Very good command of the French language;
- Very good communication skills;
- Be passionate about management and accounting;
- Have a strong sense of organization and rigor in work;
- Very good interpersonal skills;
- Team spirit;
- Computer skills and internet browsing;
- Female application strongly encouraged.

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-EXECUTIVE-ASSISTANT].".

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: 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..