



## JOB DESCRIPTION - COMMUNITY MOBILIZATION & DEVELOPMENT

As part of the PARADE 2 project, the CDA is recruiting a community mobilization and development officer.

### 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	Community mobilization and development officer
Type of Contract	Fixed-term, 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 targeted partners spelled out in the project
Travel	Yes-very regularly
Subordinates	3 investigation and production teams

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

- Animate and regularly monitor the activities planned in the project for the benefit of the displaced;
- Supervise all field trips by investigators, project team, CDA office and partners;
- Contribute to the design, implementation and monitoring-evaluation of projects for / by the displaced;
- Coordinate the IDP registration project in collaboration with the authorities and the UNHCR;
- Ensure, with the project assistant, efficient communication [on social networks and in the field] with displaced communities;
- Participate in the drafting of reports by activity, sub-activity and general activity reports;
- Have at least nine (09) local strategic partnership agreements signed with partners from the following cities: Dschang-Bafou-Mbouda-Bamenda-Buea;
- Animate fundraising campaigns on online crowdfunding platform for massive mobilization.

## II: TASKS

- Programming of activities and sub-activities with the administration and the project assistant;
- Design of monitoring and evaluation sheets for activities and sub-activities;
- Distribution of activity attendance sheets and monitoring and evaluation sheets to service providers for strict compliance with deadlines;

- Collection of attendance sheets, training reports and animation every two weeks from providers;
- Writing of a global activity progress report each month to be submitted to the hierarchy;
- Drafting of field work protocols and minutes;
- Reception, listening, advice and local work with displaced people on their worries and projects;
- Creation and / or animation of communication platforms [WhatsApp / Instagram / Facebook] and to valorize displaced beneficiaries or interested in PARADE;
- Support the project assistant in all local and regional negotiation and partnership initiatives;
- Interpretation and translation of documents from French into English;
- Any other task entrusted to the candidate and deemed useful by his superior.

### III: RESEARCH PROFILE

- Being "English-speaking" or displaced "English-speaking";
- Reside in Dschang;
- Understand (a little) French;
- Good knowledge of the displaced community;
- Very good communication skills;
- Have a sense of responsibility;
- Good analytical and writing skills;
- Autonomy, team spirit and initiative;
- Be flexible and know how to organize;
- Passionate about social networks
- Proficient in Word, Excel, etc.
- Having experience in development projects is an asset.

### 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-MOBILIZATION].

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.