



JOB DESCRIPTION - TECHNICAL ADVISER

As part of the PARADE 2 project, the CDA is recruiting a Technical Advisor in management and fundraising.

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	Technical Adviser
Type of Contract	Fixed-term, volunteer contract (CDD)
Duration	10 months
Nature of the position	Part-time
Working hours	Monthly
Assignment	Home
Coordination (direct supervisor)	Project Manager
Employer	CDA-PARADE
Collaboration	With all the partners planned in the project
Travel	Yes-for negotiations and monitoring-evaluation
Subordinate (s)	Administrator / accountant

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 project manager in the design of new projects and the search for additional funding;
- Contribute technically to the financing of PARADE 2 and PARADE 3;
- Establish a sustainable fundraising system;
- Ensure monitoring and evaluation of the PARADE 2 project;
- Build the capacities of the project team in accounting, budget design, budget planning and drafting of financial reports;
- Offer the project team an efficient strategic partnership plan;
- Oversee collaboration with government and the private sector;
- Have at least six (06) win-win partnership agreements signed internationally and nationally.

II: TASKS

- Project team council;
- Monitoring and evaluation of the PARADE 2 project with production of two internal audit reports;
- Organization of budget and partnership development meetings remotely or face to face with the project team;
- Participation in meetings, ordinary and extraordinary general meetings of the association;
- Production of a database with contact details of potential donors and sponsors for the project and the association;
- Systematic evaluation of all financial reports produced by the administrator-accountant;
- Mobilization of donors for the financing of projects via the online crowdfunding platform;
- Any other task entrusted to the candidate and deemed useful by his superior.

III: RESEARCH PROFILE

- Bachelor or master in accounting or marketing;
- At least five (years) of accounting expertise;
- Good command of the international environment for financing projects of civil society organizations;
- Strong experience in monitoring and evaluation of projects;
- Strong experience in raising project funds;
- Writing and interpersonal skills;
- Organization, rigor and responsiveness.
- International applications 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-technical-adviser]".

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..