



AFRICAN WILDLIFE FOUNDATION

VACANCIES

For more than 50 years, the African Wildlife Foundation (AWF) has been a key player in African Conservation and sustainable development. AWF is seeking high performing individuals to fill the below positions.

Community Officer, Location: Faro National Park

The Community Officer, Faro National Park will work with the local communities and the pastoralists in promoting sustainable land use options that enhance conservation and build resilience of communities to the effects of climate change. This position will report to Cameroon Country Coordinator

Responsibilities

- Provide technical assistance to establish mutually beneficial agreements between local communities and the Service de Conservation of the Faro National Park (FNP)
- Lead communities to apply agro-sylvo-pastoral best practices as planned in the management plan of the Faro National Park.
- Provide support to selected farmers and pastoralists in improving their production and income generation.
- Identify and assist in the prevention of conflict between local communities, pastoralist and gold miners in and around the FNP.
- Support the preparation and submission of annual work plans guided by baseline and field information in collaboration with stakeholders for approval.
- Work with the local government, pastoralists, land owners to organize and conduct community sensitization meetings to mobilize and promote understanding of the program activities and outputs at different levels of implementation in target villages.
- Act as liaison between the Lamido (Traditional rulers), the FNP conservation, the ZIC 13 concessioner, AWF and all stakeholders in the UTO area.

Qualifications

- Bachelor's Degree in social science, agriculture or enterprise development or a diploma in Wildlife Management.
- 5+ years' experience working in the rural economy in agricultural/livestock production, enterprise development or eco-tourism development.
- Experience in engaging partners and other stakeholders in natural resource management planning.
- Experience in implementing participatory techniques for mobilizing rural communities.
- Excellent verbal and written communications skills.
- Fluency in oral and written French and English. Knowledge of local languages is an advantage.
- Ability to communicate effectively and to network strategically with a wide group of partners.
- Knowledge in GIS applications and use is an added advantage.
- Willingness to work in remote locations

Driver/Logistician (2) positions

Locations: Faro National Park and Dja Faunal Reserve

The Driver/Logistician will provide driving and logistic services to Faro National Park and Dja Faunal Reserves. .

Responsibilities

- Provide driving and logistical services as assigned Ensure the assigned vehicle is serviced on schedule and its insurances are valid.

- Ensure that the vehicle has log sheets and the same are regularly completed, approved and submitted for accounting on time.
- Track the fuel and other AWF vehicle equipment
- Assist with clerical and other office duties as may be needed
- All other relevant duties as assigned by the supervisor

Qualifications

- Have a minimum of secondary school certificate.
- Have a clean and valid driving license.
- Have a mechanics certificate (an added advantage).
- Be able to operate office equipment
- Willingness to work in and travel to remote locations sometimes in harsh environments.
- Commitment to AWF and its mission.
- Fluency in French and English.

Finance and Administration Assistant

Location: Faro National Park, Cameroon

The Project Finance and Administration Assistant, Faro National Park (FAFNP) will provide administrative, logistical and financial support within AWF's project at Faro National Park. S/he will ensure strict adherence to internal controls, donor guidelines, proper record keeping and efficient administration.

Responsibilities

- Ensure accurate compilation of the projects financial activity for daily posting into the financial system.
- Manage petty cash; oversee costs and advances relating to employee travel and workshops.
- Support day-to-day front office management
- Working with the grants, budgets and accounting teams assist the program team in the interpretation and implementation of financial policies and budget plans.
- Ensure proper upkeep of office, equipment, vehicles and other facilities.
- Provide day to day financial, administrative and logistical support to the Program.
- Ensure that vehicle fleet is well-maintained and ready for use in program operations.
- Work with the Procurement team to ensure that local vendors contact information is up to date in financial system
- Ensure that program procurements are initiated by staff timely via the accounting web portal and approvals made.
- Assist AWF's Budget and Grants team to ensure that work plans accurately time-phase budgets on an accrual basis.
- Ensure all administrative responsibilities of staff (timesheets, credit card reconciliations, alternate approvers, created, etc.) are completed in advance of travel so as not to disrupt organizational processes such as the monthly accounting close.
- Conduct daily, real time entry of project accounting data in Serenic, ensuring monthly closing deadlines are adhered to. Participate with GL team with organizational, host-country, and grant specific audits.
- Work with the treasury team to manage the project cash position. Ensure that the project does not run out of cash by maintaining up-to-date accounts payable balances, and requesting cash

whenever needed and well in advance of required payment dates. Ensure that Treasury team is aware of upcoming large payments.

- At the direction of the Procurement team, assist in higher value purchases with local vendors.
- Review expense reports critically against travel calendar to ensure that costs are legitimate and compliant with AWF and donor travel rules.
- Ensure that staff advances are provided timely and closed by staff upon return. Collect receipts/supporting documentation from staff, scan and attach to staff-generated expense reports in financial reporting system (Serenic).
- Any other relevant tasks as may be assigned by the supervisor.

Qualifications

- Bachelor's Degree in Finance, Business, and Accounting.
- At least 3 years' experience in a busy finance office.
- Strong level of competence in Microsoft Excel.
- Ability to work as part of a team in a multicultural environment.
- Knowledge of any accounting system is an added advantage.
- Ability to pay attention to detail and follow instructions.
- Self-organized and having own initiatives.
- Easy to train and willing learn
- Unwavering integrity
- Ability to manage sensitive and confidential matters at the highest level of professional.
- Strong problem-solving skills and organizational skills.

Finance & Administration Officer

Location: Yaoundé, Cameroon

The Program Finance and Administration Officer reports works closely with the Cameroon Country Coordinator to support efficient implementation of AWF's conservation programs in Cameroon. This entails the provision of program logistics and efficient office administration. Further, the position is the key linking point within the program team to understand, interpret and implement financial policies and budget plans.

Responsibilities

- Serve as resource for the Cameroon team, ensuring that staff understand and adhere to AWF and donor financial and administrative policies and procedures.
- Working with the supervisor and others to, prepare program work plans and related budgets. Assist AWF's Budget & Grants Team to ensure that work plans accurately time-phase budgets on an accrual basis.
- Throughout the year, serve as financial partner to the Cameroon Country Coordinator providing monthly budget status updates that interpret monthly reports received from the Budget & Grants Team. Utilize financial acumen and budget knowledge to anticipate potential problems and advise the Cameroon Country Coordinator on strategies to avoid them.
- Working with Procurement team, conduct annual prequalification process for regular vendors. Ensure that procurements are initiated by staff timely via the accounting web portal. Transact purchases associated with local travel and small purchases. At the direction of the Procurement team, assist in higher value purchases with local vendors. Work with the Procurement team to ensure that local vendors contact information is up to date in Serenic.
- Oversee staff travel and movements. Develop and maintain a travel calendar for the program team to encourage efficient travel planning and ride-sharing wherever possible. Ensure that staff advances are

provided timely and closed by staff upon return. Collect receipts/supporting documentation from staff, scan and attach to staff-generated expense reports in Serenic.

- Review expense reports critically against travel calendar to ensure that costs are legitimate and compliant with AWF and donor travel rules.
- Ensure that vehicle fleet is well-maintained and ready for use in program operations.
- Conduct daily, real-time entry of Cameroon accounting data in Serenic, ensuring monthly closing deadlines are adhered to. Participate with GL team with organizational, host-country, and grant specific audits.
- Ensure proper upkeep of the Cameroon office, equipment and other facilities. Provide supervision to guards, caretakers and other administrative personnel. Provide for required office services and supplies. Maintain asset records in Serenic and e-assets register. Ensure up-to-date insurance coverage for the assets.
- Work with the Treasury Team to manage the UP cash position.
- Oversee program logistics and facility (travel, space, etc.). Ensure the front office is well managed
- Familiarize with legal issues and liaise with relevant legal resources and AWF officers to minimize organizations' exposure.

Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance or Equivalent
- Accounting certification preferred e.g. CPA
- Minimum 5 years work experience in similar roles
- NGO experience
- Must be proficient in the use of computers
- Be familiar with accounting packages and government regulations such as taxation requirements and statutory related matters
- Ability to manage sensitive and confidential matters at the highest level of professional.
- Strong problem-solving skills and organizational skills.
- Unwavering integrity
- Fluency in both English and French is a requirement.

Project Assistant, Faro National Park

The Project Assistant will work with the Technical Advisor in ensuring successful implementation of the ECOFAC 6 Project activities in the Faro Technical Unit in the Northern region of Cameroon. The program will work with Government, communities, private sector and civil society partners to reinforce local institution in and around the Faro National Park to sustainably manage wildlife and ameliorate community resilience.

Responsibilities

- Assist with the preparation and submission of annual work plans guided by baseline and field information and in collaboration with stakeholders for approval
- Provide project monitoring and management support to Technical Advisor in the implementation of work plans/ business plans
- Work with local authorities (councils, administrative, traditional, militaries), transboundary authorities to organize and conduct meetings to mobilize and promote understanding of the project activities and outputs at different levels of implementation in the Faro Technical Unit.
- Make regular visits to project sites to oversee the monitoring and implementation of the project and document progress
- Such other tasks as may reasonably be required by the Project Manager

Qualifications

- Advanced Diploma/Bachelor degree in project management/wildlife management and related
- Field experience in planning, implementation and program monitoring is preferable
- At least 3 year experience working of the rural economy in agricultural/livestock production and/or enterprise development work
- Experience and competence in implementing participatory techniques for mobilizing different stakeholders
- Excellent verbal and written communications skills

Interested candidates are invited to access full job descriptions and apply through our portal at <http://www.awf.org/about/careers>. Please send a cover letter, your CV as a single PDF document indicating daytime telephone numbers, address and names of three referees with the Job Title in the subject line. Only shortlisted candidates shall be contacted.

CLOSING DATE: October 13, 2017