

## **SKILLS SEARCH**

### **Administrative and Finance Assistant Yaoundé, Cameroon**

The US Forest Service, International Program as the in-country Representative of the Silvacarbon and the US Agency for International Development's for Central Africa Regional Program for Environment (USAID/CARPE), may require the services of an Administrative and Financial Assistant to support the Country Program in the follow-up and implementation of its activities in collaboration with Regional and National partners.

#### **Background:**

USFS International program in Central Africa is focused on building the capacity of regional and national institutions to implement their mandates in sustainable forest management and biodiversity conservation. In Cameroon, USFS provides targeted technical assistance to the government of Cameroon as it works to balance sustainable natural resource management and economic growth, supporting effective land use planning, initiatives to combat wildlife trafficking, and the implementation of REDD+ strategy. It engages its global leadership and experience in forest inventory and sustainable forest management to help the government and key stakeholders to design and implement a forest carbon monitoring system. It also supports community forest initiative in their willing to implement good practices in their natural resource management. It also serves as a technical support to COMIFAC through the implementation of the convergence plan. Through this portfolio, The Cameroon Country Program is recruiting an Administrative and Finance assistant.

Under the direct supervision of the USFS-IP Country Coordinator, Cameroon Program, the Administrative and Finance Assistant will mainly plan and manage the financial and administrative operations in Cameroon.

#### **Position Description:**

He/she will have the following responsibilities:

- Ensure that the financial information is kept up to date in compliance with USFS-IP accounting policies, legal and statutory requirements and in collaboration with external grantees;
- Assist the Country with the budgeting process (elaboration, submission, review, adjustment and implementation)
- Prepare and consolidate the semi-annual Financial Statements for the Country Program in collaboration with the USFS-IP staff;
- Assist the USFS-IP grant beneficiaries from the preparation through the implementation of their activities;

In addition to the above specific tasks, the Finance and Administrative assistant will undertake the following responsibilities:

- **Accounting and Reporting**

Maintain adequate accounting files in line with USFS-IP requirements. In collaboration with grantees, assist in the preparation of financial reports, invoices and related correspondence; Follow up of overdue invoices.

- **Planning and Budgeting**

Assist the Program Coordinator during the technical and financial planning of activities. Follow-up the financial status of expenditure of all projects in Cameroon against the agreed budget.

- **Administration**

Assist and/or implement administrative policies and procedures for the smooth functioning of the offices, including the procurement of equipment, supplies and services needed, and other administrative and logistical matters in compliance with grantees/or USFS-IP procurement policies; carry out other administrative tasks as requested by the Country Coordinator.

Ensure that all the reports and supporting documents necessary for activities are prepared and shared with USFS-IP;

Handle all human resources issues in Cameroon (with consultation and validation by the Country Coordinator).

### **Qualifications:**

- Be a holder of a degree B+3 in accountancy and related fields and in Administrative Techniques
- Minimum 2 years professional experience working with international and government agencies
- Fluency in French and English, including good writing skills
- Have relevant and proven experience in project finance and administration and contracting
- Be able to demonstrate sound skills in finance and administration
- Be able to demonstrate attention to details and a sound knowledge of MS Office software use, especially Excel spreadsheets
- Have good interpersonal skills and have strong organisational abilities
- Can work independently and a good team player relates easily to people from diverse cultures

### **Salary:**

Relevant to the professional skill level of the position but may be adjusted to account for additional experience and skills.

### **Level of Effort:**

Full time for up to 12 months.

**Location:**

Yaoundé, Cameroon

If the US Forest Service International Programs were to secure the services of an individual with these technical skills, the successful applicant would be hired through a contractor.

Qualified individuals should send a resume in either French or English before the **15 th of October 2018** to:

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