

Central African Borderlands Program

Finance, HR and Logistics Manager for Cameroon based in
Yaoundé

RECRUITMENT PACK



WHAT WE DO



We promote lasting peace by facilitating discussions between people divided by conflict, enhancing trust and enabling them to identify mutually acceptable solutions to root causes of conflict.

We are committed to independence, impartiality and inclusivity and are known for our ability to empower otherwise excluded groups to engage in peace processes.



We train and equip local people to gain expertise as peacemakers. These people are now better skilled to act as peacemakers and help resolve and prevent conflict.

About Concordis International

Concordis works alongside those involved in or affected by armed conflict, helping them find solutions that address the root causes of conflict and contribute to sustainable peace and economic development.

Vision, Mission and Values

Vision

Our vision is that every community affected by armed conflict has the resources they need to manage the conflict peacefully.

Mission

- To build **trusting relationships** with those involved in or affected by armed conflict.
- Facilitate **difficult conversations** between people from opposing factions.
- To enable people to find **workable solutions** that address the root causes of conflict and contribute to sustainable peace and economic development for **mutual benefit**.
- Include **women** as well as men, national governments as well as civil society, those who choose to take up arms as well as those who have chosen not to.
- **Leave a legacy** of sustainable mechanisms for peacefully managing future conflicts.

Values

We are committed to transformative justice and peacebuilding, supported by Concordis' values:

- **Humility** – we recognise that we do not have all the answers, that there are different ways of dealing with and resolving conflicts, and that our contribution should be part of a broad commitment from a number of people and organisations.
- **Impartiality** – we act consciously and non-partisanly.
- **Inclusiveness** – we promote the active participation in our dialogues of people representing as many currents of opinion or interests as necessary. We work creatively to give voice to individuals and groups who might otherwise be marginalized because of their gender, age, or ethnicity.

In carrying out its work, in dealing with its staff, and in relation to governance and funding, Concordis:

- Acts with honesty, integrity and transparency and encourages accountability.
- Has proper regard for the welfare of all involved in its operations, both staff and beneficiaries.
- Consciously engages with women as well as men, values diversity and recognises the gendered dynamics of conflict.
- Is professional and respectful of others, acknowledging the importance of building relationships.
- Is reflective, responsive and nimble in its approach.

A note from the Director General, introducing the role :

Thank you for your interest in this exciting new role within the growing Concordis' team.

This programme exists because we were invited to act. Communities and authorities affected by conflict across this borderlands region recognised the impact of our longstanding work in CAR, Sudan and South Sudan, and invited us to set up mirrored programmes across the borders in Cameroon and Chad.

The donor also recognised the impact of this work and approached us unilaterally with an offer of a significant, four-year grant to implement this programme.

At Concordis, it's not good enough for us merely to deliver programme activities; we aim for sustainable impact for peace, addressing root causes of conflict and measuring attitudinal and behavioural change attributable to our work. Inclusivity is one of our core values, and we're looking to see transformation of conflict that's experienced by women as well as men, herders and farmers, people in rural settings as well as those in urban centres.

We are looking for a Finance, HR and Logistics Manager for Cameroon. Living in Yaoundé, you will report directly to the Cameroon/Chad Country Manager and the Head Office Chief Financial Officer and work collaboratively as a key member of the Country Coordination Team to guide the strategy for Concordis' future work in the Republic of Cameroon.

This work can demand a lot from all of us, and we have high expectations of the person in this position, but you will be part of a supportive team, leading an exciting agenda, helping to bring about measurable change for peace. Good luck with your application and keep an eye out for additional positions, forwarding them to people you think might be interested.

Kind regards



Peter Marsden

Information on the Central African Border Areas Program:

The objective of the programme is to prevent and mitigate the impact of local conflicts in the border areas of the Central African Republic (CAR), Cameroon, Chad and Darfur, Sudan. All four countries rely heavily on agro-pastoral activities, including cross-border transhumance: the seasonal movement of livestock across borders in search of good pasture.

The four-year programme aims to address the root causes of instability and conflict in Central Africa, particularly those associated with the practice of transhumance, by improving the resilience of cross-border communities, strengthening local and border security, and promoting local dialogue, conflict resolution and cross-border cooperation.

The programme builds on the work that Concordis has been doing with local communities in CAR and Sudan for more than a decade and was recently invited by local representatives to extend to the border areas of Chad and Cameroon.

The program has three specific objectives:

1. Manage agro-pastoral conflicts in border areas by setting up and/or supporting local community mechanisms for conflict prevention and management, with the active participation of women and youth.
2. Reduce illegal actions and agro-pastoral conflicts in and around protected areas (including national parks) near the border by establishing effective working partnerships between the manager of these areas and local stakeholders.
3. Strengthen local cross-border governance and contribute to local and high-level dialogues around conflict resolution and peacebuilding.

Program activities will include:

1. Consultation studies to understand the needs of local communities and identify drivers of conflict.
2. Strengthen or establish Local Advisory Groups for conflict prevention and management and to strengthen the resilience of local communities.
3. Workshops to address the root causes of conflict and identify ways to transform conflict.
4. Training of protected area managers, including national parks, and local communities who use the areas in conflict resolution and mediation to enable them to identify and resolve tensions and conflicts around park use.
5. Facilitation of cross-border agreements, building on the success of existing agreements, including the Laws of Engagement between local authorities in CAR and Chad.

The nature of this regional programme means that the approach will change according to the local nuances of the conflict. This flexibility will be critical in Darfur, Sudan, where activities may need to be adapted with agility in response to a rapidly changing context.

Role Information:

Job Title: Finance, HR and Logistics Manager in the Republic of Cameroon.

Location: Yaoundé with regular visits to the base(s) in the country

Report: Country Peacebuilding Manager Republic of Cameroon and Chad and of the Director of Finance at the headquarters.

Type of contract: This position is open to both national and international candidates.

Supervision : Hierarchical management of Finance, Administrative and HR Officers of the Hub and a potential Finance, Administrative and HR Assistant.

Salary: €3,820/month excl. VAT, 33 days of annual leave if national (Cameroonian) plus R&R, in-country accommodation (shared housing) and per diem if expat (non-Cameroonian national)

Duties and Responsibilities:

He/she ensures legal monitoring, ensures that financial standards are applied in terms of accounting, internal control system and reporting.

The Finance, HR and Logistics Manager provides technical support and strengthens the capacity of the support team under his/her responsibility.

Key Responsibilities:

A) – Administrative and HR management:

- Ensure fiscal and legal monitoring of the mission vis-à-vis the country's institutions and ensure compliance with the legislation in force in all the actions of the program,
- Ensure the follow-up of the procedures for registering the mission with the authorities concerned
- Manage national staff contracts in conjunction with the Ministry or Delegation of Work and Social Security,
- Participate in inter-admin meetings with other NGOs,
- Ensure the recruitment and support of national staff, including members of his team,
- Identify training needs, train and provide technical support to team members,
- Conduct annual appraisal interviews for your team,

B) - Accounting and treasury:

- Supervise the accounting cycle of the mission,
- Ensure the supervision, control and accounting consolidation of the mission, the monthly accounting closing for sending to the headquarters and supervise the archiving of accounting documents on Sharepoint,
- Ensure smooth cash flow control and management,
- Validate cash inventories, bank reconciliations,
- Monitor and manage cash flow in the safe and bank accounts, and ensure that cash requests are anticipated and communicated in advance,

- Compile the cash flow forecasts of the bases and prepare the request for funds at the headquarters,
- Checking analytical assignments and making corrections,
- Ensure the proper preparation of internal and external audits and ensure financial controls,

C) - Finance and Reporting

- With colleagues associated with the program, use budget tracking reports to forecast future expenditures and recommend reallocation or modification of the agreed budget,
- Analyse financial information, ensure compliance with the mission's financing plans, donor contracts and anticipate possible financial risks,
- Is responsible for ensuring that financial procedures and mission control are respected and updated,
- Ensure the preparation of new budgets and follow up on them,
- Provide technical support to operational and budget holders on financial management,
- Develop and implement procedures and financial monitoring tools,
- Ensure compliance with the country's tax rules, prepare tax returns and make their payments,
- Ensures the training and follow-up of partnerships for financial, HR and logistical aspects,
- Prepare financial reports and submit to the Director of Finance at headquarters,

D) -Logistics

- Ensure the management of the supply chain and logistics,
- Participate in security management with the Country Manager,
- Ensure compliance with the logistics and procurement procedures of the European Union (PRAG) and Concordis International on the mission,
- Manage IT and communication equipment and concordis leases on the mission,

E) - Qualifications and Skills

- Master's degree or professional qualification in accounting, finance, economics, business administration or related field,
- Minimum 5 years of experience in administrative and financial management within an NGO/international organization
- Proven knowledge of financial systems, experience in supervising financial operations in the context of NGO project management, and experience in financial reporting to international donors such as the European Union.
- Excellent financial and analytical skills;
- Excellent communication and writing skills to effectively report on the financial performance of programs;
- Ability to manage teams and demonstrate leadership;
- Ability to assess the finance, HR and logistics skills of the teams, and to train them;
- Experience in supervising logistics and HR operations, including remote team management
- Full professional skills in French (written and spoken) and English are desirable,
- Excellent command of computer tools, in particular Microsoft Excel but also other Microsoft Office software such as Word.
- Strong communication and presentation skills

- Ability to interact, communicate and negotiate with local authorities and communities in an open, transparent, constructive, patient and effective manner
- Ability to grasp sensitive issues related to cultural differences and political issues, and to be able to approach them with tact, diplomacy and sensitivity.

Application Information:

How to apply:

Applications will only be considered if they are submitted as follows:

Submit your resume and a cover letter as two separate documents. The cover letter should be no longer than two pages and explain:

- Why you're interested in the job and why you'd like to work for Concordis
- How your skills and experience make you a good candidate for the person's specifications
- Which languages you can use at a professional level, including verbally and in writing.
- Your experience in a senior management role

The document must be saved in PDF format in the following format:

Your first name-Your last name-Name of the document-Date (mmyy), e.g. John-Smith-CV-0524

Please send both documents to hr@concordis.international

Deadline :

Closing Date: Sunday, February 16, 2025 at 11:59 p.m. WAT.

Selection process:

All applications submitted will receive an automatic response acknowledging receipt but we regret that we are unable to enter into individual correspondence with unsuccessful candidates. Only shortlisted candidates will be contacted for the next steps.

Declaration of equality:

Concordis International is committed to treating all people equally and with respect, regardless of age, disability, gender, race, religion or belief, gender or sexual orientation. We actively promote equality and diversity and seek to recruit people of all ages, genders, ethnicities, and backgrounds to support our peacebuilding mission.

Queries:

If you have any queries or you would like an informal discussion about this opportunity, please contact the HR team by email on hr@concordis.international and we'd be happy to help.

We will keep your personal data carefully and within the requirements of the General Data Protection Regulations.

All offers of employment will be subject to pre-employment checks including satisfactory references and appropriate screening. This includes criminal records checks, review of sanctions and proscribed groups lists. Concordis also participates in the Inter-Agency Misconduct Disclosure Scheme.

For more information about Concordis International please visit our website at www.concordis.international

Relief web link: <https://reliefweb.int/job/4127220/finance-hr-and-logistics-manager-cameroon>