



Join CIFOR-ICRAF and make a difference!

Administrative and Logistics Assistant CASEVE-GTI – Cameroon (Ref No. 202354)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a:
Administrative and logistic assistant

Overview

CIFOR-ICRAF will be implementing the CASEVE-GTI project (Green and Resilient Northern Cameroon – Integrated Landscape Governance) between July 2023 and June 2028. We will use an integrated landscape management approach to solve the triple challenge of (i) supporting a growing population, (ii) preserving biodiversity, and (iii) mitigating and adapting to climate change. The intended impact of this action is a more inclusive territorial governance that promotes conflict prevention. We are therefore looking for an **administrative and logistics assistant** to conduct all administrative and logistics tasks in support of the CASEVE-GTI project in Garoua.

Summary of responsibilities

1. General Project Administration:

- Receive and assist visitors to CASEVE-GTI office.
- Schedule appointments and meetings with relevant stakeholders for project staff and partners
- Take notes during admin/staff meetings.
- Prepare correspondences and administrative documents.
- Keep list of CIFOR-ICRAF stakeholders (donors, partners, policy makers) and update regularly
- Draft letters and reports, respond to routine correspondence, file necessary correspondence, reports, project files, etc.
- Ensure proper filing and archiving of project documents.

2. Provide support in the organization of meetings/workshops/events/ Travels/Visits:

- Visit hotels and restaurants and update list of recommended services.
- Book meeting venue.
- Prepare invitations and follow up of confirmations.
- Prepare participants files.
- Coordinate overall logistics during the meeting.

- Provide support to communication officer in preparing communication material and media relationships.
- 3. Office/field supplies and asset management:**
- Ensure the procurement and monitor usage of office and field supplies for the CASEVE-GTI project.
 - Manage assets of CASEVE-GTI project
 - Coordinate and control vehicle movement and fuel consumption record
 - Ensure vehicle maintenance.
 - Ensure a safe and healthy working environment.
- 4. Provide human resources support.**

Requirements

- Bachelor in administration and 2 years relevant experience in similar job, preferably in an international organization; or BTS/HND in administration and 5 years relevant experience
- Extensive experience with Microsoft Office package (Word, Excel, Outlook, PowerPoint) – familiarity with graphic design software (Photoshop, CorelDraw, Illustrator, ...) will be an asset.
- Proficiency in French with good working knowledge in English.

Personal attributes and competencies:

- Strong organizational skills.
- Ability to multi-task and work in a multi-cultural environment.
- Excellent interpersonal and communications skills.
- Honest and trustworthy, respectful, possess cultural awareness and sensitivity, flexible, demonstrate sound work ethics.
- Having lived or worked in the North region of Cameroon, as well as familiarity with Fulfulde language will be an asset.

Terms and conditions

- This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The duty station will be in **Garoua, North region of Cameroon** CIFOR-ICRAF Offices.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
- A detailed and updated curriculum vitae.
- The names and addresses of three referees, including telephone and email addresses.
- The application deadline is **30 September 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.