



**Join CIFOR-ICRAF and make a difference!**

**Finance Assistant & Office attendant - Cameroon(Ref No. 202372)**

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](http://cifor-icraf.org).

CIFOR-ICRAF is looking for an:

### **Finance Assistant & Office attendant - Cameroon**

#### **Overview**

CIFOR ICRAF has an exciting opportunity for the position of one (1) Financial Assistant in the Sustainable Wild Meat Program (SWM) to be based in the Mintom field office, Mintom sub-division, in the South Region of Cameroon. We are looking for a Finance assistant to ensure timely follow up of the execution of the budget of the project (payments, budgeting, payroll, monthly reporting, filing), and when necessary, help organize all events related to SWM Program.

#### **Summary of responsibilities**

##### **Finance responsibilities**

- She/he will be responsible for managing the accountability of the funds received in the Mintom office. This includes having a monthly record of the funds received, justified and unspent.
- She/he will be responsible for receiving and securing the funds transferred from the CIFOR-ICRAF Yaoundé office and distribute them to the local coordinators in a monthly basis.
- She/he must ensure that all the justification of funds is archived in hard and soft copies according to the Program budget lines.

##### **Office responsibilities**

- She/he should assume the duty of office receptionist.
- She/he is responsible for transmitting notifications to the parties concerned according to the staffing chart.
- She/he should maintain the organization and cleanliness of the office.
- She/he must ensure the availability of material necessary for the smooth running of the office.

##### **Communication and transparency**

- She/he will be responsible for the transparent management of financial resources and ensure the correct monthly reporting to the CIFOR-ICRAF Yaoundé office.
- She/he will be responsible for attending a preparing summarized results of her/his activities to present in the regular monthly meetings with the Program team.

## Requirements

- BA in accounting/management with practical experience and/or strong interest in administration; or BA in administration with practical experience and/or strong interest in accounting.
- 2 years relevant experience in similar job, preferably in an international NGO.
- Proficiency in French with good working knowledge in English.
- Extensive experience with Microsoft Office package (Word, Excel, Outlook, PowerPoint).
- Knowledge of office administration/accounting and bookkeeping/payroll process.

## Personal attributes and competencies:

- Ability to multi-task with little supervision.
- Ability to read and apply policy in an ethical manner.
- Ability to work in a multicultural environment.
- Ability to work in both English and French.

## Terms and conditions

- This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The initial appointment will be for **seven (7) months**.
- Contract extension is contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in **Mintom arrondissement, in the South Region of Cameroon**.
- Send a copy of applications to [f.munoh@cifor-icraf.org](mailto:f.munoh@cifor-icraf.org) and [J.mbane@cifor-icraf.org](mailto:J.mbane@cifor-icraf.org)

## Application process

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

- The application deadline is **25 November 2023**.
- Indicate the job title.
- CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Names.
- We will acknowledge all applications but will only contact short-listed candidates.

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