



Join CIFOR-ICRAF and make a difference!

Office Attendant – Cameroon (Ref No.202355)

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:

Office Attendant

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 **office attendant** to provide general cleaning and catering services in CASEVE-GTI project office and assist admin and logistics assistant with routine administrative duties.

Summary of responsibilities

- 1. Keep internal and external office environment clean:**
 - Clean the floor and office surroundings.
 - Throw dustbin.
 - Wash toilets and towels, replace towels and accessories.
 - Make reserves in case of water cuts.
- 2. Prepare coffee and tea during office hours and workshops in and outside the office:**
 - Prepare small budget for small catering services when needed during meetings.
 - Set the table.
 - Wash utensils.
- 3. Manage kitchen and clean items**
 - Daily/Monthly discharge
 - Inventories of material stock of kitchen and cleaning item.
- 4. Assist the Administrative and logistics assistant** during filing and office supplies inventories, scanning documents and making photocopies; as well as in the payment of monthly bills and the screening of incoming calls and mails/visitors.

Requirements

- Completion of a GCE O Level or GCEA Level or equivalent certificate
- Minimum 1 year experience.
- Familiar with clerical tasks
- Basic knowledge of computer skills (outlook, word, excel).

Personal attributes and competencies:

- Good communication skills in French, basic knowledge of English, knowledge of Fulfulde will be an asset.
- Good team player.
- Capability to work in a multidisciplinary team.

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**.

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