

REPUBLIQUE DU CAMEROUN
Paix - Travail- Patrie

MINISTERE DES FINANCES

COMITE ITIE



REPUBLIC OF CAMEROON
Peace – Work - Fatherland

MINISTRY OF FINANCE

EITI FOLLOW UP COMMITTEE

NOTICE OF CALL FOR APPLICATIONS

00000008

04 JAN 2021

N° /AAFC / MINFI/ EITI / DU COMMITTEE

**FOR THE RECRUITMENT OF AN ADMINISTRATIVE OFFICER TO THE
PERMANENT SECRETARIAT OF THE MONITORING COMMITTEE FOR THE
IMPLEMENTATION OF THE EXTRACTIVE INDUSTRIES TRANSPARENCY
INITIATIVE (EITI COMMITTEE)**

The Permanent Secretariat of the Extractive Industries Transparency Initiative Follow-up Committee ("EITI Committee") is recruiting an Administrative Officer within the committee in order to strengthen the capacity of the Administrative Management Unit (AMU) responsible for the implementation and monitoring of administrative tasks and other due diligence that contribute to the execution of the tasks of the EITI Committee and its Permanent secretariat.

Job Title: Administrative Manager

* *Location: Yaoundé*

* *Superior: Permanent Secretary*

* *Role and main missions :*

- ensure the management of human resources of the Permanent Secretariat;
- prepare the administrative procedure manuals for the Permanent Secretariat;
- contribute to the preparation of meetings of the Permanent Secretariat, sessions of the Committee, seminars and workshops, various missions including EITI reconciliations and validations;
- Contribute to the preparation of the Committee's participation in national and international events of the EITI;
- organize and ensure the management and security of various stocks and archives;
- manage the award of public contracts;
- ensure the collection and processing of information related to the preparation and execution of the budget;
- prepare the budget execution acts (mission orders, payment statements, etc.);
- any other related task according to service requirements; generally ensure the administrative management of the Committee in compliance with the EITI Standard and Decree No. 2018/6026 / PM of 17 July 2018 on the creation, organization and functioning of the EITI Committee.

** Qualifications and experience required :*

- GCE A Level + 5 in either law, management, human resources ;
- Number of years of professional experience : minimum 5 years, maximum 8 years ;
- Languages : fluency in spoken and written English and French ;
- IT mastery of the functionalities of Word, PowerPoint, Excel, Access, Publisher and internet software ;
- Specific skills : mastery of the legal and regulatory framework governing public procurement in Cameroon; communication and drafting skills.

** Personal and professional qualifications required :*

- be able to work in a multidisciplinary team ;
- be able to work under pressure ;
- have a good sense of relationship ;
- have a sense of responsibility, discretion and confidentiality
- have a sense of ethics.

** Application procedure :*

The application package will include a cover letter, a signed and dated curriculum vitae (CV), a copy of the diploma equivalent to GCE A Level + 5, extract from criminal record and 2 letters of recommendation.

Interested persons must send their canned application **by e-mail no later than Friday 15 January 2021** to the following addresses : secretariatitiecmr@gmail.com and contact@bekolo-partners.com

Candidates shortlisted after file analysis will be invited to take the written tests and interviews in Yaoundé, from February 01 to 03, 2021, with the original application file.

** Information*

Interested candidates can obtain further information by e-mail at the following address : secretariatitiecmr@gmail.com

Yaoundé, the 04 JAN 2021

MINISTER OF FINANCE
CHAIR OF THE EITI COMMITTEE



Louis Paul MOTAZE