



**CAMEROON BAPTIST CONVENTION
HEALTH SERVICES
Director of Health Services
P.O. BOX 1 Bamenda, North West Region
Republic of Cameroon**

Ref. CBC/DHS-L/21/5282
September 18, 2021

PUBLIC NOTICE

The Cameroon Baptist Convention (CBC) Health Services requires the services for a Program Officer to serve for World Child Cancer in Cameroon. This position requires demonstrable experience in Program Management, Finance and Administration, and Monitoring & Evaluation.

Suitable candidates should submit their applications to: bamendadhs@gmail.com, copy forbes.sharp@worldchildcancer.org latest October 15, 2021.

KEY RESPONSIBILITIES:

PROGRAM SUPPORT

- Program delivery: Support the implementation of projects and/or country Programs – For example organizing training, meetings, conferences, etc.
- Planning: Contribute to the annual work planning and budgeting processes, including identification of potential projects for funding.
- Safeguarding: Ensure application of WCC policies and procedures to Programs including safeguarding.

FINANCE AND ADMINISTRATION SUPPORT

- Budget management: Ensure activities are delivered within the designated budget and that potential over/underspends are identified early and proactively managed.
- Record keeping: Ensure that all expenses are appropriately executed and recorded, in accordance with financial policy and best practice. For example, obtaining quotations and receipts to submit to Finance Department.
- Reporting: Work with Program Manager to produce accurate financial reports on a quarterly basis.

MONITORING EVALUATION & LEARNING

- In general, work with the Program Manager to develop and implement appropriate monitoring and evaluation procedures (guidelines, policies) and systems (tools)
- Ensure systematic data collection for key, qualitative, indicators linked to quality of care and patient experience
- Work with the Program Coordinator, to analyse the above data and produce timely monthly, quarterly and annual reports, including recommendations for future improvement in Program delivery.

APPLIED KNOWLEDGE & SKILLS:

- Strong team building skills, partnerships, and working in multicultural setting with diverse partners.
- Knowledge and understanding of Cameroon Public Health structures and systems.
- Strong oral and written communication skills.
- Demonstrated proficiency with Microsoft Office suite software.
- Ability to solve problems and recommend corrective action as needed.
- Strong organizational and attention to details needed to adhere to project deadlines.

MINIMUM REQUIREMENTS:

- A minimum of a degree in Public Health, Development Studies, Social Science, or related field
- Minimum of 2 years of experience in implementing and managing public health projects
- Demonstrated experience in the development and use of multi-media communications
- Demonstrated strong technical, programming and management skills
- Excellent written and oral communication skills in English are required
- Working knowledge of Microsoft Office Suite is required
- A background in clinical practice and/or epidemiology is an added advantage

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

This will be a full-time position, based in Bamenda; with ability for frequent travelling internally. The initial contract will be for two years, renewable.

Sincerely,

Prof. Tih Pius Muffih, MPH, PhD
Director of Health Services

