



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

Ref. CBC/DHS-L/22/7384
November 9, 2022

JOB ANNOUNCEMENT

The Cameroon Baptist Convention (CBC) Health Services is a Christian Non-governmental Organization with Mission to provide care to all who need it as an expression of the love of Christ. In line with her Mission, the CBC Health Services has developed in partnership with CBM International and with funding from the Federal Ministry for Economic Cooperation and Development (BMZ), Germany, a four-year multi-annual project titled "Building Resilience of Refugees, IDPs, and Host Communities through Improved Access to Health, Education, and Income-Generating Activities. To ensure the effective and timely implementation of this project, the CBC Health Services is requesting applications from qualified, committed, and dedicated job seekers with proven track records and experience for the following positions:

1. PROJECT COORDINATOR

- **Terms and duration:** Contractual and full-time.
- **Duration:** Four years
- **Location:** Maroua, Far North Region.

Minimum Qualification: Master's degree in either Public Health, Social Sciences or related disciplines; 2-4 years' work experience in Project Management; demonstrated ability to effectively prioritize work in a high-pressure environment working to competing deadlines; Experience with BMZ rules and regulations, as well as best practices in project management; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

2. PROJECT M& E OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: Bachelor's or Master's degree in either Public Health, Social Sciences, or related disciplines; 2-4 years of work experience in Monitoring, Accountability, Evaluation, and Learning; Demonstrated analytical skills to measure the outcomes of the project's activities and support project supervision; experience producing analytical reports and communication materials for a wide range of audiences, particularly using qualitative data; strong understanding of BMZ regulations and M&E reporting requirements; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

3. PROJECT FINANCE OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: Bachelor's or Master's degree in Finance, Business, Management, or related field; minimum of 2-4 years relevant work experience in financial planning and analysis, budget management and forecasting; IT skills (Excel, Word, PowerPoint); written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

4. CBID PROJECT OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

• **Minimum Qualification:** Bachelor's or Master's degree in Sociology, Economics, other Social Science or related field is required; 2-4 years of experience in Socio-economic development, Policy analysis, Sociological research, Human rights or related area is required; strong understanding of the working of decentralized local authorities, and Disabled People Organizations; ability to apply principles and concepts of Socio-economic development in relation to government, indigenous peoples, the private sector, civil society, and international organizations; ability to apply modern techniques of analyzing social phenomena; ability to conduct conceptual and strategic analyses.; ability to analyze and articulate the social dimension of disability, gender, and intersectionality; problem-solving skills; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

5. PROJECT HEALTH OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: Bachelor's or Master's degree in either Public Health, Social Sciences, or related disciplines; 2-4 years of work experience in Monitoring, Accountability, Evaluation, and Learning; Demonstrated analytical skills to measure the outcomes of the project's activities and support project supervision; experience producing analytical reports and communication materials for a wide range of audiences, particularly using qualitative data; strong understanding of BMZ regulations and M&E reporting requirements; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

6. PROJECT EDUCATION OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: Bachelor's or Master's degree in Education, Special Education, Social Work, or other related fields; a minimum of three years of professional experience in education program planning, implementation, monitoring, and technical support for local partners; experience working on inclusive education for children with disabilities, children of ethnic minorities, or education work related to social cohesion; capacity building for partners; technical leadership for material development; technical inputs for sector coordination; and advocacy; experience in both development and humanitarian context is considered as an added advantage; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

7. PROJECT COMMUNICATION OFFICER

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: Bachelor's or Master's degree in Journalism, communication and development, or any related field; strong understanding of Disability and Development, CBID, and the rights-based approach; substantial experience in communication; superior writing skills with the ability to translate complex issues into a level appropriate for the general population and policymakers; excellent publication skills that include proofreading, copyediting, and knowledge of design/layout; ability to communicate orally and in writing with a variety of audiences, including community advocates, service providers, members of the public and local officials; competencies in cultural sensitivity, good communication, discretion, and interpersonal skills; good computer literacy; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

8. OFFICE ASSISTANT

- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum Qualification: At least an HND in commercial studies or any related field; 1-2 years of proven experience as an Administrative Assistant; knowledge of office management systems and procedures; working knowledge of office equipment, like printers and fax machines; proficiency in MS Office (MS Excel and MS PowerPoint, in particular); excellent time management skills and the ability to prioritize work; attention to detail and problem-solving skills; excellent written and verbal communication skills; strong organizational skills with the ability to multi-task; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

9. SAFETY & SECURITY OFFICER


- **Terms and duration:** Contractual and full-time.
- **Location:** Maroua, Far North Region.
- **Duration:** Four years

Minimum qualification: Bachelor's degree or its equivalence in any field relevance to safety and security; dedicated commitment to safety, security, and risk management; experience in interpreting and implementing organizational safety and security policies standards, and procedures; a strategic security perspective in relating with local organizations and government departments, skills in supervising, coordinating, and inspecting the safety and security processes; knowledge of relevant regulations and legislation; ability to evaluate and advise on potential safety and security risks and identify solutions; ability to remain calm under pressure and undertake risk management to make informed decisions; ability to demonstrate tact, foresight, creativity, flexibility and problem-solving strategies; written and oral proficiency in English and French; willingness to work in all kinds of contexts including unstable areas; adaptability and ability to work in a multicultural team; and flexible and able to cope with high levels of stress.

Equity, Inclusion, and Diversity: As an equal opportunity employer, we actively encourage applications from all sections of the community. The CBC Health Services is a Disability-Inclusive Organization and qualified people with a disability are particularly encouraged to apply.

Interested applicants should submit applications and resumes specifying the position they are applying for. Applications should reach the Directorate of Health Services by **November 22, 2022** at the following address;

Director of Health Services
Cameroon Baptist Convention
Baptist Centre
P.O. Box 1 Nkwen, Bamenda
Email: spd@cbchealthservices.org/ bamendadhs@gmail.com


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

