

VACANCY ADVERT

Position: **REGIONAL PROGRAMME COORDINATOR** (*Recruiting for 4 positions*)

Location: Bafoussam (for West & Littoral); Yaounde (for Centre & South); Bertoua (for East & Adamawa); Maroua (for North & Far North)

Contract Duration: 6 Months Service Contract with possibility of renewal.

Grade: Level 6

Reports to: Programme Manager/Project Lead

Indirect Reports: Executive Director

Supervises: Regional Team

Domain: Programme & Administration

While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for Interviews.

Only applications with completed and signed [PSEA self-declaration forms](#) will be evaluated.

About Rhema Care.

Established in 2005 in Nigeria and after 15 years of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts, and lack of opportunities plaguing the developing world in general and the African continent in particular.

Our Drive

Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a holistic mission that combines social action with integral ministry and empowerment for the development of the total person. For close to two decades, Rhema Care has worked in Nigeria and currently in Cameroon to provide community-based interventions in Health, Education, Livelihoods, and Protection amongst highly vulnerable populations and deprived communities.

Our Vision and Mission

We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, wellbeing, and livelihoods". We progressively achieve this through our community-centered, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

We are seeking talented young people to join our team of engaged and passionate members to continue in the vocation of impacting lives. If you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, then we would like to have you.

Overview of Role/Position.

The Regional Programme Coordinator is an administrative professional specialized in managing coordinating and overseeing the planning, implementation, promotion, and evaluation of different programmes and projects in their regions of jurisdiction. Their responsibilities include leading program staff and delegating tasks among them, monitoring program budgets, determining how to prioritize funds, and performing outreach duties to engage with the local community.

The priority focus of the role is to manage, coordinate, and oversee different ongoing programmes and projects. To effectively represent Rhema Care in partners, and stakeholder meetings in their region.

Core Functions / Responsibilities

1. *Monitor and approve programme expenditures according to budget.*
2. *Oversee the programme budget including track expenditures/billing, payments transactions,... etc and ensure maintenance of financial records of programme activities.*
3. *Ensure an enabling work environment for staff and approve the purchase of equipment and supplies needed by the staff and programme.*
4. *Schedule programme work, oversee daily operations, coordinate the activities of the programme, and set priorities for managing the programme.*
5. *Manage relationships with and outreach to the community.*
6. *Prepare or assist in the preparation of grant requests and funding continuation from outside sponsors.*
7. *Ensure timely compilation and submission of periodic Regional Reports to HQ as at when due*
8. *Ensure implementation of Rhema Care policies and practices at the field office level*
9. *Manage public relations and programme communications through media relations, social media etc.*
10. *Help build positive relations within the team and external parties including consortium partners*
11. *Keep all members of the team up-to-date with relevant project information*
12. *Communicate with and support team members to ensure maximum efficiency*
13. *Schedule and organize program-related and regional meetings/events and maintain agenda*
14. *Ensure technology is used correctly for all operations (video conferencing, presentations etc.)*
15. *Prepare, submit and ensure implementation of project work plans at field level*
16. *Ensure performance management and timely appraisal of staff at the field level*
17. *Serve as a focal point for the prevention of and response to sexual exploitation and abuse (PSEA) within programme beneficiary communities*
18. *Create presentations, summaries, and helping materials to ensure better communication and organisation-wide understanding of the programmes in the Regions*
19. *Coordinate interactions/relationships between staff, beneficiaries, local authorities, and all other programme stakeholders*
20. *Any other duties as may be indicated by the hierarchy and or as the project may require to ensure its successful implementation.*

Qualifications & Skills

Education:

- Minimum of Bachelor's degree in a relevant field including Sociology, Psychology, Human Resource Management, Business Management, Finance, Humanitarian and Development Studies, and any other relevant Management and Administrative discipline, from an accredited academic university or institute.

Experience and Skills:

- A minimum of 2 (Two) years of demonstrated experience in administration, and coordination, with reputed organizations, preferably with NGOs, INGOs, or international organizations, is required.
- In-depth knowledge of program management and development procedures
- Hands-on experience in budgeting, bookkeeping and reporting
- Excellent organizational and time-management skills
- Strategic leadership competencies and people management skills
- Excellent Report writing and presentation skills
- Outstanding communication, interpersonal, and leadership skills
- Possess Strong attention to detail and a critical and analytical mind.
- Good experience in working with partners and donors; pro-activeness, positive attitude, professional integrity, discretion, and loyalty are required.

Behavioural Competencies

- Ability to internalize and abide by Rhema Care's values Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity;
- Must be a team player with mutual trust and understanding in a mixed team.
- Self-motivated, problem solver, and ready to work independently, under tight deadlines.
- Responds positively to critical feedback and differing points of view.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Promotes a work environment free of harassment, and retaliation, and fosters the prevention of sexual exploitation and abuse (PSEA).
- Capable of working under extreme pressure, ability to prioritize work and meet deadlines.
- Work prioritization and ability to multitask and ready to undertake extensive field visits

How to Apply

Applicants should send an application letter and their Updated CVs to hrm.cmr@rhemacare.org with the **Job Title and Location** as the subject line.

Deadline for submission of applications – **15th of March 2024.**

Qualified Female Candidates and Persons with Disability are strongly encouraged to apply.