

VACANCY ADVERT

Position: SIDA - Field Programme Assitant.

Location: Bamenda, NW Region.

Contract Duration: 1 year Service Contract.

Grade: level 4

Reports to: Programme Officer

Indirect Reports: N/A

Supervises: N/A

Domain: Project Implementation – Health - SIDA Project.

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 Interview.

Only applications with completed and signed [PSEA self-declaration form](#) 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. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods and Protection among 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, well-being, and livelihoods". We progressively achieve this through our community-centred, 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 on 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 role of the Program Officer for the SIDA Project in the North West Region will be to support the Programme Manager to ensure that urgent protection needs of diverse crisis-affected population groups in the NW region of Cameroon are met within a safe environment. Carry out activities that will enable mapped out Communities in the NW region are equipped to prevent further protection harm and enhance resilience among their members. S/He will be responsible to Organise trainings and workshops that will allow Communities in the NW region to be better prepared to prevent and respond to disasters. To also ensure the establishment of information monitoring and management mechanisms at school and community levels.

Core Functions / Responsibilities

Project Implementation

- 1. Support project implementation including Case management services for human rights (HR) violation victims, gender-based violence (GBV) survivors, and at-risk and abused children (including in schools).*
- 2. Provide Mental health and psychosocial support (MHPSS) assistance for PLHIV, HR violation victims, GBV survivors, and at-risk and abused children.*
- 3. Conducting PSS and Counselling activities for adults living with HIV using PLHIV Support Group activities.*
- 4. Conducting PSS activities for crises and HIV affected children.*
- 5. Continuous mapping, updating and dissemination of referral pathways.*
- 6. Provide legal counselling and legal assistance to most at risk individuals, including access to civil documentation*
- 7. Facilitate access to quality health services to pregnant women and girls, persons living with HIV, GBV survivors and abused children*
- 8. Ensure development and implementation of a capacity sharing strategy for the implementing partners of the project*
- 9. Strengthening of women/youth-led organizations and community-based structures, including child protection committees.*
- 10. Carryout community sensitization on key social norms and behaviors, such as positive masculinity and sexual and reproductive health and rights.*
- 11. Implementation of tailored life-skills curriculum for adolescent girls (Girl Shine - should be able to undertake the online course before project fully commences)*
- 12. To provide livelihood support to ensure the resilience of the most vulnerable HR violation victims, GBV survivors and at-risk and abused children, including small income-generating activities (IGAs) and soft skills training*
- 13. Conduct protection monitoring and safety audit both in schools and the community.*
- 14. logistics support and organization of Rhema Care-led activities - trainings, meetings, and workshops for partners, service providers, and stakeholders, in line with donor requirements*
- 15. Work with Rhema Care advisors to strengthen implementation of technical guidance and recommendations for program interventions in the field.*
- 16. Support PM to ensure that all of the Rhema Care-led activities are documented in line with donor requirements (including drafting and collecting minutes of the meeting, monitoring visit reports, agendas, attendance sheets for the events, creating photo documentation, case studies, etc.)*
- 17. Support the PM in ensuring that meeting action points and agreements are followed-up and actioned upon, including support to coordination and communication among/between Rhema Care, partner, and relevant stakeholders.*
- 18. Develop and maintain effective and productive working relationships with key stakeholders.*

19. Report on performance and attend regular team meetings aimed at ensuring activities of the team members are coordinated and performed in a timely manner.
20. Assist the Program Management with project management cycle as directed

Monitoring and Reporting

21. Support project monitoring and evaluation, including support to data collection and analysis for the baseline study, other assessments, M&E and field data management.
22. Provide support to the PM in monitoring project progress against programmatic and budgetary targets and performing monitoring visits, and reporting.
23. Collecting inputs for donor and other reporting per request from PM.

Other Responsibilities

24. Provide support to country program wide strategic development efforts by carrying out assessments, reviewing / inputting on proposals in pipeline, gathering and compiling inputs from program / partnerships colleagues to support fundraising.
25. Attend coordination working group meetings as needed, ensuring that information and minutes from interagency meetings are shared with relevant colleagues.
26. Ensure Rhema Care and donor visibility in project activities is in line with Rhema Care and donor policies/requirements.
27. Perform other duties and responsibilities as assigned to ensure that goals and objectives of projects are met and to support Rhema Care program implementation.
28. Contribute to project budgeting and financial management;
29. Track on-going activities of partners, consultants and other external service providers, to ensure all program activities and reports are delivered at high quality, making the most effective and efficient use of program resources.
30. Support Program related Committees as required: logistics (catering, materials etc); Taking notes; and preparing Minutes for approval (note some out of hours availability may be required).

Qualifications & Skills

Education:

- Minimum of University degree in a relevant field including Nursing, social work, Women and Gender studies, or social sciences from an accredited academic university or institute.

Experience and Skills:

- Minimum 2 years of relevant HIV/Aids support/professional experience, preferably within a humanitarian and development role.
- Excellent written and verbal communication skills in English, including the ability to convey complex concepts in a clear and concise way and to help stakeholders act on the information
- Knowledge of donor rules and regulations, with particular emphasis on USAID
- Ability to manage and coordinate diverse tasks and facilitate relationships among multiple parties
- Demonstrated ability to multi-task and to respond to changing situations in a flexible manner
- Expertise preparing thorough, well-written, and concise documents
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Ability to work and effectively communicate across operations, program, and research teams
- Ability to work well in a team environment
- Ability to work efficiently and independently
- Organizational skills and attention to detail

- Good presentation skills
- Proficiency in all programs in the Microsoft Office Suite; experience in other computer programs desired
- A deep commitment to humanitarian and development principles
- Willing to collaborate with and support people from different ethnic groups and different religions.
- Demonstrated interest in humanitarian work and supporting people affected by conflict.
- Familiarity with local language or previous experience working with communities in Mezam Division will be an added advantage.
- Flexible to carryout field visits and other relevant travels to ensure project implementation is in line with prescribed requirements.

Behavioural Competencies

- Work prioritization and ability to multitask.
- Team Spirited with a positive and constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for a supportive working environment and positive working relationships.
- Creates a respectful office environment free of harassment, and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Ready to undertake all online relevant training and obtain the certificate in order to enhance capacity

How to Apply

Applicants should send their Updated CVs to hmr.cmr@rhemacare.org with the Position applying for as the subject.

Refer to the following link to access the PSEA Self-Declaration Form.

<https://rhemacare.org/wp-content/uploads/2024/03/Rhema-Care-Candidate-PSEA-Self-Declaration-Form-CMR-refillable.pdf> - English

<https://rhemacare.org/wp-content/uploads/2024/03/Rhema-Care-Candidate-PSEA-Self-Declaration-Form-CMR-refillable-FR.pdf> - French

Deadline for submission of applications – **12th of July 2024.**

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