CALL FOR APPLICATIONS FOR THE POSITION OF ACMS REGIONAL "PAS-SR" COORDINATOR, NGAOUNDERE

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a "PAS-SR" Regional Coordinator (M/F).

The successful candidate will be responsible for the management of all teams placed under his/her responsibility. He/she will be the person in charge of the PAS-SR Program regional Office in the Adamawa region, based in Ngaoundere. In this capacity, he/she will supervise all the ACMS staff of the region and ensure the application of administrative, financial and program management procedures and standards of the Office. He/she will be responsible for achieving the results expected by the program in the region. He/she will also be responsible for securing the property and persons working for the Program, as well as their families.

The Program to Access Reproductive Health Services (PAS-SR) through the Social Franchise innovative strategy under the ProfAm Label in the northern part (Adamawa, North, Far-North) and the East of Cameroon aims to improve access, equity, quality and cost-effectiveness to reproductive health products, thereby improving the health and quality of life of the most destitute and underserved persons.

It aims to contribute to the reduction of maternal mortality in intervention areas through increased use of better quality services for reproductive health.

PAS-SR is a Development Program of the Republic of Cameroon co-funded by the Federal Republic of Germany through Kfw.

Duty station: Ngaoundere
Type of contract: Fixed-term Contract
Date of assumption of duty: August 2019
Position level: 11\textsuperscript{th} category, level B of tertiary sector II of the National Collective Agreement on Trade.

Job Description

Under the supervision of the Deputy Chief of Party (DCOP), the Regional Coordinator will have the following main responsibilities:

R1: Ensuring coordination and management of teams

- Coordinate program activities in the region.
- Oversee administration, finance and program services to ensure that activities are conducted in accordance with each employee's job description.
- Ensure that all administrative and financial transactions are carried out in accordance with ACMS and donor's Manual of Procedures
- Establish annual objectives (MBO) and ensure their mid-term and annual evaluation
- Ensure weekly, monthly and quarterly planning of the activities of the various departments of the regional office
- Organize training and capacity building for healthcare providers in Family Planning, post abortion care, child healthcare (fight against diarrheal and waterborne diseases, fight against malnutrition) in collaboration with Regional Medical Coordinators.
- Plan orders and monitor the availability of materials, equipment, tests, and consumables for infection prevention that he/she sends to the Deputy Program Manager for consolidation.
- Contribute to establishing collaboration between ACMS, the MINISTRY OF PUBLIC HEALTH (MINSANTE) and other Partners.
- Provide field supervision for activities carried out in the region in order to ensure that required quality standards are in place
- Collect information from these collaborators in order to prepare periodic program reports to be sent to the Deputy Program Manager for consolidation

**R2: Administrative and Financial Management**

- Implement tools and follow up administrative and financial procedures in accordance with ACMS and donor's Manual of Procedures;
- Manage staff in all aspects (existing appropriate documentation (leave, illness, missions, etc.) ;
- Sign Program documents (letters, mails etc.);
- Make provisions for expenses to be submitted to the ACMS Deputy Program Manager and Finance Department;
- Approve expenditures incurred and justifications of expenditures by all regional office staff;
- Prepare and monitor various activity budgets with efficiency.

**R3: Management of Programing Activities**

- Ensure the execution of all activities assigned to the regional office
- Supervise all staff activities
- Assist quality assurance staff in choosing the sites to be franchised
- Supervise the accreditation of healthcare units of the network.
- Prepare and organize training for providers and program staff.
- Supervise ProFam health facilities and service providers.
- Ensure proper collection and processing of data in clinics/health facilities for onward transmission to the Research/Monitoring & Evaluation Officer within the required timeframes
- Prepare detailed periodic action plans of the regional office and send them to the Deputy Program Manager

**R4: Maintenance of public relations with partners at local level (ministries, administrative and religious authorities, traditional and community leaders)**

- Initiate contacts with government partners in order to publicize Program objectives and to ensure that partners fully integrate Program activities into those of the region
- Preserve ongoing relations with government stakeholders in order to maintain program acceptance and ownership.
- Initiate advocacy among target individuals or groups that can help achieve Program objectives.
R5: Providing support to the Project research team
- Monitor data collection and transmission to the Program’s Research/Monitoring & Evaluation Officer based in Garoua;
- Use data analysis conducted by the Research/Monitoring & Evaluation Officer to make decisions;
- Organize and facilitate research activities initiated by the Program’s Research/Monitoring & Evaluation Officer.

R6: Ensuring team monitoring and reporting
- Prepare periodic activity reports (monthly, quarterly, and annually) for his/her region and forward to the Deputy Program Officer for timely consolidation;
- Draft circumstantial reports at the request of hierarchy.

R7: Providing technical support for the development and implementation of marketing plans for ACMS products and services
- Analyze factors affecting the achievement of results, recommend corrective actions and follow up on recommendations of coordination meetings;
- Contribute to knowledge creation and sharing by summarizing and documenting results, lessons learned, successes and best practices, strategies and approaches, and prepare relevant documents for their dissemination;
- Participate in activities to draft the marketing plan, communication strategies, and distribution strategies.

R8: Monitoring of communication activities
- Monitor and supervise the communication activities of the CIP Regional Officer to ensure that they are carried out in accordance with the expectations of the Communications Officer;
- Follow and be involved in the execution of media activities to be conducted in the region by the Program;
- Assist in identifying people who will support promotion and communication actions in the region.

R9: Others
- Perform any other tasks assigned by hierarchy.

Qualifications skills and professional experience required
- Educational level: University Diploma in Health, Management or any other equivalent certificate
- Have at least three (3) years of demonstrated experience in project and personnel management;
- Have a good knowledge of health project management;
- Have a good knowledge of health project related budget monitoring;
- Be fluent in English or French and have sufficient mastery of the other language;
- Have a good command of computer tools and software (Word, PowerPoint, Excel);
- Familiarity with social marketing and/or NGOs would be an asset.

Additional skills required:
- Be honest and demonstrate commitment and ability to work in harmony with people of diverse backgrounds and cultures;
- Be able to demonstrate skills in the management of human relations, communication and individual development;
- Have analytical and strategic thinking abilities as well as results-based management skills;
- Have a structured mind and good aptitudes in oral and written expression;
• Be dynamic, have a sense of innovation and be able to work under pressure and to be self-questioning;
• Experience in field team supervision would be an asset;
• Have a successful experience in monitoring dispersed project teams.

**Application file:**

1) A motivation letter;
2) A detailed curriculum vitae (CV) following the form available for this purpose on the website; http://www.acms-cm.org;
3) Photocopies of required certificates;
4) A photocopy of a valid identification document;
5) Photocopies of documents attesting to the candidate's required experience.

**Submission of files:**

The complete files should be submitted in an anonymous envelop with the mention: "Application for the position of Regional PAS-SR Coordinator, Adamawa"

1. At ACMS headquarters in Yaounde located at Dragages in the Mballe II neighborhood. Tel/Fax: 222 20 92 24
2. At the regional office in Garoua located at quartier route aéroport, carrefour sept, next to the North regional highways and traffic police station Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 655 82 84 84 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 693 42 25 57
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79 / 691 60 26 98

**NOTE:** Deadline for submission of files: Wednesday, 3rd July 2019.

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaoundé, 19th June 2019

The Acting Executive Director

[Signature]

Annie Michèle MABALLY