

Vacancy – Project Officer

October 2023

Job Title: Project Officer

Location: Yaoundé, Cameroon.

EVIHDAF is an international research and evaluation organization **headquartered in Yaoundé, Cameroon**, which serves the **West and Central Africa** region. It provides services in Research, Evaluation & Learning; Data, Analytics & Information Systems; and Social & Behavior Change Strategies. Its practice areas include Health and Health Systems, Nutrition and Food Security, and Agriculture and Livelihoods. We have a USAID-funded project office in Niamey, Niger, and a Data Unit satellite office in Parakou, Benin (www.evihdaf.com).

We are looking for a dynamic and motivated candidate to fill the position of **Project Officer**, to support the five-year (2022-2027) USAID-funded *Agency for All* (A4All) project. The project will generate evidence on the role of agency in effective social and behavior change programming to improve health and well-being for individuals and communities, with focus on cross-sector development outcomes including family planning and reproductive health, maternal, newborn and child health, nutrition, infectious disease, and HIV/AIDS. EVIHDAF is implementing a number of activities as part of A4All, including institutional research capacity building of research institutions in Ouagadougou Partnership countries.

The candidate will work under the supervision of the Research Capacity Building Manager of EVIHDAF Benin. The position is based in **Yaoundé, Cameroon** and requires flexibility as well as strong organizational skills.

Responsibilities

In particular, the selected candidate will be responsible for the following activities:

- **Ensure the day-to-day management** of research capacity building project activities, including document review, coordination of comments and finalization of project documents.
- **Develop the project's foundational documents**, including the monthly activity plan, the monitoring and evaluation framework.
- **Plan meetings for internal coordination** of the project, and follow-up of implementation with partners, research institutions and the beneficiaries.
- **Administrative and Logistics Management**: Oversee the management of the administrative aspects of the project, including contract preparation, procurement

management, visa management, and compliance with local regulations. Coordinate the logistics of project activities, including travel planning, meeting, and training arrangements, meeting room reservations, and management of necessary equipment. Track project work schedules, timelines, and budgets, ensuring that all expenditures and activities are carried out in accordance with available resources and budget constraints. Manage project archives and documentation, including reports, correspondence, invoices, and tracking data.

- **Communication and reporting:** Establish and maintain effective communication channels with project partners, stakeholders and research institutions involved. Prepare and present periodic meeting reports on project progress, performance indicators, and results achieved.
- **Partnership Management:** Maintain cordial and strong relationships with project partners, including research institutions and consortium members. Work closely with partners to ensure smooth and efficient implementation of the project.
- Carry out any other task assigned to him/her.

The Project Assistant will play a critical role in the success of EVIHDAF's research capacity building project, ensuring that all activities are carried out effectively, efficiently and in line with the organization's objectives and quality standards.

Required Skills

- **Teamwork:** Develop and promote effective collaboration within and between units to achieve common goals and optimize results.
- **Deliver Results:** Produce and deliver quality results in a timely and service-oriented manner. Be action-oriented and committed to achieving agreed outcomes.
- **Manage and share knowledge:** Continually seeks to learn, share knowledge, and innovate.
- **Sense of Responsibility:** Takes ownership in the achievement of the organization's priorities and takes responsibility for own actions and delegated tasks.
- **Communication:** Encourage and contribute to clear and open communication. Explains complex topics in an informative, inspiring, and motivating way.
- **Humility:** Be humble and open to recognizing one's own limitations

Qualifications

- Master's degree or equivalent degree in Public Health, Social Sciences, Project Management.
- At least 3 years of research experience or project management in key areas including reproductive, maternal, newborn and child health and adolescent and youth health, nutrition (RMNCAJ/Nut), malaria and infectious diseases.
- Perfect command of written and spoken French.
- Have professional English language skills.

- Good command of computer tools, in particular, Microsoft Office applications (Word, Excel, PowerPoint).
- Ability to work under pressure, be proactive, and make informed decisions.
- Data visualization skills, social media communication will be an added value.

How to apply?

Interested candidates are invited to submit their application by email no later than **October 31, 2023**, to the address admin@evihdaf.com with the subject **"Project Officer"**. The application package will include:

- A cover letter of no more than two (2) pages including, among other things, the candidate's experience, and suitability for the position.
- A CV of no more than five (5) pages in length including the names, phone numbers and email address of two referees and the date he/she would be available.

Female candidates are particularly encouraged.