



JOB DESCRIPTION

Job Title: Community Development Officer (CDO)	Hours: 40 hours per week
Department: Community and Outreach	Location: Buea - Cameroon, fieldwork activities will cover the entire Southwest Region.
Anticipated Commencement Date: 4 January 2016	Contract Type: 1 year, with a possibility of extension based on performance and availability of funds

Introduction

The Environmental Governance Institute (EGI) is a legally registered not-for-profit organization based in Buea, whose mission is to reform environmental governance in Cameroon.

Our range of programs is aimed at enabling communities to participate in, and to influence how natural resources are governed. More importantly, we are keen on empowering communities as a means to ensuring that they benefit from rights-based environmental governance.

We generate up-to-date, accurate data on the state of the environment and natural resources and their governance to inform policy development. In this way, we will foster socio-economic growth in a way that is equitable and that does not compromise environmental sustainability.

Reporting Lines:

The Community Development Officer directly reports to the Executive Director.

Other relevant staff: The Community Development Officer will have a direct working relationship with the Knowledge Management Coordinator, resident scholars, volunteers, trainees and interns on related matters. S/he will also interact closely with the administrative and finance department who will provide day to day program support.

Purpose of Role:

Develop, manage, maintain and/or coordinate a varied and intensive sustainable community development program, as a means to securing livelihoods support to local communities and to restoring degenerated ecosystems within these communities.

Duties and Responsibilities

- **Programme/Project Development**
- Develop plans and strategies, particularly those which have to do with environment and natural resources
- Develop and design projects to preserve council/communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects, and agro-forestry projects
- Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance
- Manage and maintain seed banks and produce seedlings for forests and tree parks
- Make recommendations on all matters relative to the protection, conservation, rational utilization, application of appropriate technologies and other matters related to the environment and natural resources
- Ensure gender integration and mainstreaming in programmes and the day-to-day project activities
- Any other duty in relation to EGI, as determined by the Executive Director, as and where appropriate and commensurate with the constraints of the post.

- **Fundraising and networking**
- Work closely with the Executive Director and Knowledge Management Coordinator to develop a strong pipeline of proposals and facilitate timely reporting to donors and partners
- Represent EGI at national and regional technical workshops and meetings.

Profile**Required Qualification**

- A graduate degree in sociology/anthropology, gender studies, natural resources management, agricultural sciences, environmental sciences, rural development, or other related fields as well as **relevant work experience (national, regional or international) for at least 2 years.**

Skills and Competencies

- Demonstrable ability to manage multiple concurrent projects, build implementation capacity of staff of varied levels of experience
- Demonstrable budget management skills
- Excellent communication skills in general. Fluency in English is a must and a working knowledge of French though not mandatory, would be an advantage
- Computer literate, especially MS Office.
- Good interpersonal skills and the ability to manage professional relationships, working in a complex, multi-cultural and highly dynamic working environment and be pragmatic in finding solutions and establishing systems and processes
- High levels of leadership and excellent organisational and time management skills, proactive and goal oriented, but also showing flexibility and adaptability to a rapidly changing organization.
- Adhere to EGI's core values

This job description covers the main tasks and conveys the spirit of the sort of tasks that is anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Recruitment Timeline:

Deadline for Submission of Applications: **30 November, 2015.**

Preselected Candidates shall be invited to an assessment workshop/Interview: **On Saturday 12 December, 2015.**

Contacts:

Interested candidates should send:

- a cover letter (maximum of 2 pages)
- a detailed CV, including the contact details of two (02) professional referees

to: applications@engov-institute.org with subject: Application for a Job - Community Development Officer