



CALL FOR APPLICATIONS FOR THE RECRUITMENT OF THE STAFF OF THE PERMANENT SECRETARIAT OF THE NETWORK OF YOUTH AGROPASTORAL ENTREPRENEURS AND PROMOTERS (REPA-Jeunes)

I- BACKGROUND AND JUSTIFICATION

I.1. AEP-Youth

The Cameroon-IFAD cooperation has been implementing the Youth Agropastoral Entrepreneurship Programme (**AEP-Youth**) since 2015. The goal of the AEP-Youth Programme is to promote the establishment of profitable agropastoral enterprises for young people, that are integrated into the value chains and that create jobs. To achieve this, the Programme (i) provides adequate financial and non-financial support for the creation and management of successful agropastoral enterprises by young people and (ii) promotes the development of a political, organisational and institutional framework that is conducive for the creation and development of agropastoral enterprises by young people. It is deployed through three operational activity components: (i) development of agropastoral enterprises; (ii) access to financial services; and (iii) improvement of the entrepreneurial environment.

At the same time, the AEP-Youth Programme supports the networking of young agropastoral entrepreneurs who have benefited from its services, through the creation of a National Association that will be structured at the grassroots level, facilitating the implementation of the most effective and efficient operational options, within or around the economic basins and sectors.

I.2. REPA-Jeunes

The establishment of the Network of Youth Agropastoral Entrepreneurs and Promoters (**REPA-Jeunes**) effectively began in October 2020 with the holding of the constituent general meeting at the end of which **the Executive Bureau** was elected and installed in their offices and the founding texts (articles of association, internal rules and regulations, code of ethics) adopted.

According to article 3 of the articles of association of REPA-Jeunes, the objectives of the association are to:

- ✓ Defend the specific interests of young entrepreneurs and act as an information relay;
- ✓ Carry out advocacy and intermediation at the level of public decision-makers, associations, private sector organizations to ensure that the needs of young agro-pastoral entrepreneurs are taken into account in the formulation of national policies, strategies, plans and programmes;
- ✓ Serve as a laboratory of ideas and as a source of proposals by building on the experience of young practitioners in various agro-pastoral professions in order to feed the reflection of youth organizations such as the National Youth Council of Cameroon;
- ✓ Manage the reputation of young agro-pastoral entrepreneurs of Cameroon and develop related partnerships both at national and international level.

Based on these objectives and the consultation between the main actors of the process, the second general assembly (this one was extraordinary) offered the opportunity to develop a strategy

for REPA-Jeunes and more precisely a three-year plan. This development strategy is structured around 04 main areas, namely:

- ✓ Improving governance;
- ✓ Empowering REPA-Jeunes;
- ✓ Facilitating members' access to markets;
- ✓ Strengthening the capacities of the Network's members.

It is within the framework of the application of the articles of association and the implementation of the REPA-Jeunes strategy that the establishment of a **Permanent Secretariat** has been envisaged.

ii. THE PERMANENT SECRETARIAT

Like the **General Assembly** and the **Executive Bureau**, the **Permanent Secretariat** is a governance body of REPA-Jeunes. In accordance with article 27 of the articles of association of REPA-Jeunes, the Permanent Secretariat is the body that prepares and executes the decisions and recommendations of REPA-Jeunes through the Executive Bureau following the instructions of the President. Specifically, its responsibilities are the following:

- ✓ Implementing the missions of the Network in a concrete way, in keeping with the orientations of the Executive Bureau and the instructions of the President;
- ✓ Ensuring the administration of the network, and preparing and writing correspondences, minutes of meetings, activity reports, and the proposals of the executive bureau;
- ✓ Bringing together, classifying and keeping the documents necessary for the proper functioning of the network;
- ✓ Ensuring the proper implementation of the articles of association and the internal rules and regulations;
- ✓ Reminding stakeholders about the activity programmes;
- ✓ Collecting proposals for the amendment of the articles of association and the internal rules and regulations;
- ✓ Establishing expenditure orders and disbursement cheques to be signed by the president.

Furthermore, the Permanent secretariat also:

- ✓ Coordinates the administrative, financial and technical activities of the Association;
- ✓ Prepares action plans and budgets
- ✓ Prepares and executes the budget of the Association approved by the Executive Bureau in the general assembly;
- ✓ Oversees the execution of the action plans;
- ✓ Hires any staff to assist the Secretariat in its functions with the prior approval of the Executive Bureau and within the limits set by the budgets of REPA-Jeunes;
- ✓ Ensures that the Association's accounts are kept.

The Permanent Secretariat shall be made up of:

- ✓ **01** Executive Secretary (ES) ;
- ✓ **01** Administrative and Financial Assistant (AAF);
- ✓ **01** Programme Officer (PO) ;
- ✓ **04** Focal Points (FP);

II.1. Objectives, missions and job profile of the Permanent Secretariat

The overall objective of the Permanent Secretariat is to implement the Network's strategy (three-year plan).

In addition to the objectives assigned to it in the articles of Association of REPA-Jeunes, the Permanent Secretariat shall specifically:

- ✓ Oversee the implementation of the priority action plan;
- ✓ Ensure the proper deployment of the network in its ecosystem comprising all its partners;
- ✓ Achieve the annual membership objectives;
- ✓ Prepare the periodic and annual reports of the Network.

II.2. Profile of the positions of the Permanent Secretariat

A- The Executive Secretary (ES)

General overview: The Executive Secretary is the Head of the Permanent Secretariat. As such, he/she shall have authority over all the staff of this body. He/she also coordinates the Permanent Secretariat and represents the Network. He/she shall oversee the planning, programming and execution of the three-year plan. The position is open to Cameroonians of both sexes who are fit for service.

Qualifications:

- ✓ GCE A-level + 4 years of studies in Business Administration, Economics, Agro-economics, Business Law, Project Management, or any other similar degree or equivalent;
- ✓ At least 5 years of professional experience, of which 2 years must be relevant or related to the position. Experience in a project involving international donors shall be considered as an asset;
- ✓ Be dynamic, enterprising, discrete, organised and a good planner at the same time;
- ✓ Be at ease in both oral and written communication;
- ✓ Have a good knowledge of at least one of the two national languages with a working knowledge of the second language;
- ✓ Be autonomous, reliable, impartial and endowed with great interpersonal, observation, analysis and synthesis skills with an impeccable general presentation;
- ✓ Be able to work under pressure.

Attributions:

- ✓ Ensuring the functioning and management of the Executive Secretariat;
- ✓ Preparing the calendar of ordinary and extraordinary sessions of the General Assembly (G.A.) and meetings of the Executive Bureau (EB);
- ✓ Organising the sessions and meetings, preparing and forwarding documents and files to the members of the Executive Bureau on which they will have to take a decision;
- ✓ Drafting the minutes of the ordinary and extraordinary sessions of the General Assembly and of the meetings of the Executive Bureau and of decisions taken on behalf of the members;
- ✓ Presenting membership applications to the Executive Bureau for review and approval by the General Assembly;
- ✓ Keeping the accounts and preparing the annual activity reports of the Association;
- ✓ Contributing to the mobilisation of funding for the Network in keeping with the orientations of the Network's management bodies and updating and proper implementation of the Network's funding strategy;
- ✓ Proposing to the Executive Bureau for adoption by the General Assembly the three-year budget and ensuring its proper fiduciary management in compliance with the provisions of the related operational manual;
- ✓ Ensuring communication on the activities and results of the Network;
- ✓ Ensuring the annual evaluation of the performance of the staff of the Executive Secretariat and presenting it to the Executive Bureau for approval and then to the General Assembly
- ✓ Carrying out any other task required by the Network's decision-making bodies in the performance of his/her duties.

B- The Programme Officer (PO)

General overview: The Programme Officer is in charge of the operations of the Network. He/she ensures the implementation of the Network's projects stemming from the three-year action plan. Furthermore, he/she proposes, designs and/or implements timely projects that are beneficial to the association. The position is open to young Cameroonians of both sexes who are suitable for service.

Qualifications:

- ✓ Holder of a GCE A- level + 4 years of studies in project management, economics, agro-economics, statistics or any other equivalent degree. Certifications or training in project management or in project analysis and monitoring-evaluation are an asset;

- ✓ At least 3 years of experience in project management including 2 years in a position similar to the position solicited. Experience in a project involving international donors shall be considered as an asset;
- ✓ Be dynamic, enterprising, discrete, organised and a good planner at the same time;
- ✓ Have a very good knowledge of at least one of the national languages with a working knowledge of the second language;
- ✓ Be autonomous, reliable and have a great sense of observation, analysis and synthesis;
- ✓ Have good stress management skills;
- ✓ Ensure that his job is carried out within the prescribed time and cost limits.

Attributions:

- ✓ Ensuring the implementation and coordination of the execution of programmes and projects;
- ✓ Preparing, developing and executing the strategic plans;
- ✓ Developing and executing the ABWP;
- ✓ Conducting the advocacy strategy and regional and national outreach campaigns;
- ✓ Organising capacity-building with partners;
- ✓ Maintaining regular contact with other Network staff as well as with donors, partners and consultants of the association;
- ✓ Assisting in fund-raising and development of the association (contributing to the formulation of proposals, in the preparation of design documents, timetable and work plan);
- ✓ Attending meetings with funding and implementation stakeholders to discuss and develop joint interventions;
- ✓ Attending fund-raising and negotiation meetings;
- ✓ Assisting in the successful implementation of the Network's funding strategy, scaling up new funding and partnership opportunities;
- ✓ Developing partnership agreements with strategic and implementing partners;
- ✓ Contributing to the communication of the Network's activities and results;
- ✓ Carrying out any other tasks required by the Executive Secretariat in the performance of its duties.

C- Focal Points (FP)

General overview: The Focal Point is the relay in the implementation of actions undertaken by the Permanent Secretariat in its geographical area of intervention. He/she shall ensure the smooth running of the Network's activities and facilitate their implementation in the region assigned to him/her (Centre, Littoral, North West and South). The position is open to young Cameroonians of both sexes who are fit for service.

Qualifications:

- ✓ Be a holder of the GCE A - level + 3 years of studies or equivalent in Economics, Agro-economics, Law or other social sciences, Project Management;
- ✓ Have 03 years of professional experience including at least 02 in group and community animation;
- ✓ Be a good communicator and facilitator;
- ✓ Be a catalyst and populariser of the REPA-Jeunes approach.

Attributions:

- ✓ Promoting awareness-raising among stakeholders and popularising the Network;
- ✓ Ensuring the implementation of the network's projects and programmes at regional level;
- ✓ Creating emulation and encouraging membership in his/her region;
- ✓ Facilitating community actions and relations with local authorities and other relevant networks that support the follow-up, training and integration of young people in the agro-pastoral sector;
- ✓ Collaborating with other focal points and actors for the development of the Network (URAC, coaches, etc.);
- ✓ Ensuring the relay of the programme officer for the implementation of strategic plans;
- ✓ Ensuring the implementation of the activities recorded in the ABWP at the regional level;
- ✓ Conducting the advocacy strategy and regional outreach campaigns;
- ✓ Organising capacity building with regional partners;



- ✓ Attending meetings with funding and implementation stakeholders to discuss and develop joint interventions at regional level;
- ✓ Contributing to communication on the Network's activities and results
- ✓ Carrying out any other tasks required by the Executive Secretariat in the performance of its duties.

D. The Administrative and Financial Assistant (AAF) officer

General overview: He/she should have seasoned secretarial, accounting, administrative and financial management skills. The position is open to young Cameroonians of both sexes who are suitable for service.

Qualifications:

- ✓ Have an HND in secretarial work, accounting, administrative assistance, an HND in technical and commercial field or a Bachelor's degree in accounting or in management. A Baccaulaureate G2 or B (equivalent of GCE A - level in accounting) shall be considered as an asset for the position;
- ✓ At least 3 years of professional experience including 2 years in a similar position. Experience in a project involving international donors shall be considered as an asset;
- ✓ Be organised and comfortable with numbers and letters;
- ✓ Be able to work under pressure and in a team;
- ✓ Be discrete and respect the confidentiality of information in his/her field of activity;
- ✓ Have a good knowledge of at least one of the two national languages with a working knowledge of the second language;
- ✓ Have a knowledge of accounting management tools (spreadsheets and software), mails and word processing tools;
- ✓ Be proactive and take initiatives;
- ✓ Have a good knowledge of financial reporting;
- ✓ Have a good knowledge of budget monitoring;
- ✓ Have a good knowledge of filing and archiving of documents;
- ✓ Have a good knowledge of audit preparation.

Attributions:

- ✓ Facilitating and coordinating service relations;
- ✓ Preparing field missions and following up requests for payment/reimbursement of mission expenses;
- ✓ Preparing Network staff meetings, taking down notes and preparing minutes;
- ✓ Designing and updating a filing system for Network files;
- ✓ Maintaining the directory of strategic and operational interlocutors and partners in relation to the Network's activities;
- ✓ Carrying out any other task that may be assigned by the hierarchy;
- ✓ Carrying out the day-to-day tasks related to the financial and administrative activities of the Permanent Secretariat;
- ✓ Responsible for monitoring and ensuring the implementation of the administrative and accounting procedures manual;
- ✓ Managing outgoing and incoming mails and ensuring quality control;
- ✓ Analysing financial documents before payment;
- ✓ Managing the stock of inputs and various supplies of the Network, carrying out local purchases and making their payment using the petty cash fund in accordance with the rules and procedures in this area;
- ✓ Supporting the Executive Secretary in managing the financial resources of the Permanent Secretariat;
- ✓ Ensuring the administrative, financial and logistical management of seminars, workshops and meetings, etc. ;
- ✓ Preparing and forwarding financial reporting elements to the hierarchy and helping to acquire all financial and accounting information required for the preparation of financial reports;
- ✓ Closely following up the budget and updating the accounts;

- ✓ Ensuring fuel monitoring, fleet management and other logistical aspects and asset tracking as well as mandatory reporting on these aspects;
- ✓ Ensuring the proper management and maintenance of the offices and spaces allocated to the Permanent Secretariat;
- ✓ Ensuring the proper maintenance of the vehicle fleet, the proper management of fuel and spare parts and supervising the work of the driver(s);
- ✓ Keeping up to date all accounting and financial records as well as all key staff documents for audit purposes.
- ✓ Carrying out any other tasks required by the Executive Secretary in the performance of its duties.

II.3. Expected results of the Permanent Secretariat

The expected results are based on the set objectives. Thus, in a nutshell, it is a question of accomplishing its statutory and strategic missions (the three-year plan is implemented within the prescribed costs, deadlines and quality).

Specifically:

- ✓ The priority action plan is implemented and known by all stakeholders;
- ✓ The network is effectively deployed in its ecosystem composed of all its partners;
- ✓ Annual membership targets are met.

III- RECRUITMENT METHODOLOGY AND DISTRIBUTION OF SCORES

The recruitment of the Permanent Secretary will be done in accordance with the procedure approved by IFAD ANO without prejudice to the Procurement Guidelines of IFAD-financed projects and programmes adopted by IFAD's Executive Board at its 100th session in September 2010.

The procedure shall include the following steps:

- ✓ **A call for applications;**
- ✓ **An evaluation of the CVs according to the following criteria:**
 - Applicants' cover letter: 10 marks;
 - Certificates: 05 marks;
 - General experiences: 30 marks;
 - Specific experiences relevant to the assignment: 50 marks;
 - Working language: 05 marks.
- ✓ **A written test;**
- ✓ **An oral test (interview);**

The minimum technical score required after the evaluation of the CVs to be short-listed for the written test and the oral test before the final selection shall be **70 marks out of 100**.

The selection report and CVs of the selected candidates at the end of the recruitment process will be approved by IFAD.

The employment contract will be for a fixed term of one year renewable on the basis of a satisfactory evaluation of the annual performance of the employee. Salaries will be based on a declining financing mechanism set up by the programme and the Network.

IV- APPLICATION FILE AND DEADLINES

The application file shall comprise the following documents: **a cover letter addressed to the President of REPA-Jeunes copying the National Coordinator of the AEP-Youth Programme, a detailed CV, dated and signed, a certified true copy of the required certificates less than three months old, copies of certificates or attestation of effective presence at the place of service and / or employment contracts.**

Interested persons who meet the requirements can consult the terms of reference (ToR) and obtain additional information from the National Coordination and Management Unit of the AEP-Youth Programme at the address indicated below, between 9 a.m. and 3 p.m. (local time).

Complete files, written in French or in English, in five (05) copies, including one original and four (04) copies, indicated as such and placed in a sealed envelope shall be received, against a deposit

receipt, at the National Coordination and Management Unit (CNCG) of the AEP-Youth Programme in Yaoundé, **not later than ten (10) working days after the date of publication of this call for applications** at 3 p.m. prompt bearing the words:

"CALL FOR APPLICATIONS No. _____/AC/MINADER-MINEPIA/PEA-Jeunes/2021 OF _____ 2021 FOR THE RECRUITMENT OF STAFF OF THE PERMANENT SECRETARIAT OF THE NETWORK OF YOUTH AGROPASTORAL ENTREPRENEURS AND PROMOTERS (REPA Jeunes)"

"Only to be opened in the bid opening session"

The contact address for the deposit of the documents is the ***"National Coordination and Management Unit (CNCG) of the Youth Agropastoral Entrepreneurship Programme(AEP -Youth) located at Bastos opposite the Meumi Palace Hotel, at the entrance of the FAO office, Telephone number: 222 20 90 90, Fax: 222 21 91 87, e-mail: contact@pea-jeunes.org "***, or ***The National President of REPA-Jeunes C/O The AEP-Youth Regional Unit Building for the North West, Up station Bamenda, Telephone number: +237 694 31 45 49, e-mail: akamnkezi@yahoo.com .***

Yaoundé, on _____

THE NATIONAL COORDINATOR

Mr. BELA TOMO Alfred

Animal Industries Engineer



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THE NATIONAL PRESIDENT

AKAM Rachel NKEZI