



**REACH OUT CAMEROON
HUMAN RESOURCE DEPARTMENT**

CALL FOR APPLICATIONS

Position	PROGRAM DIRECTOR - CHESS
Job Reference	1161/REO/R1/B/SW24
Department	Health
Location	Buea with frequent travels to other office locations
Contract type	Senior Level, Full time
Application Deadline	3 rd February 2024

Job Description

Reach Out seeks a PROGRAM DIRECTOR who will be responsible for the technical and administrative oversight for an anticipated USAID funded project; Community Health Equity Through Systems Strengthening (CHESS). The Program Director shall have principal responsibility for overall project management and technical operations to ensure that the project tasks are completed, and the objectives of the project are successfully met. S/he will serve as the principal institutional liaison to USAID and should be expected to have regular and transparent communication with the Agreement Officer's Representative (AOR).

Responsibilities

- Responsibilities will include ensuring that the project functions efficiently in all areas including supervising administrative staff and overseeing formal relationships with partners including sub-agreements, as applicable.
- S/he will be responsible for ensuring that the project is running smoothly, complying with all USAID rules and regulations, and that the project PMP, work plans, and programmatic reports are completed and submitted on time.
- The Program Director is responsible for the development and submission of the annual work/implementation plans, quarterly and annual progress reports, in collaboration with the M&E Specialist, and develops requests for incremental funding.
- S/he will have principal responsibility for representation for the projects to the United States Government (USG) and to the Government of Cameroon.
- The Program Director bears ultimate responsibility for ensuring that sub-grantees meet USAID and other program requirements.

Required Qualification and Experience

- A master's degree in public health, Social Sciences, Program Management and/or other relevant discipline



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- A minimum of 8 years of experience in public health programming including at least five (5) years leading similar programs involving multiple partners, stakeholders, and geographic target areas in Sub-Saharan Africa (preferably Cameroon).
- Proven ability to work collaboratively with key National, regional and district stakeholders related to the three diseases.
- Experience working on community health projects especially in collaboration with CSOs, community health workers, as well as National, regional, and District and community health actors.
- Experience working on community-based surveillance or community led monitoring and Universal health coverage.
- Proven ability to work collaboratively with key National, regional and district stakeholders related to the three diseases.
- Strong analytical, and problem-solving skills, and exceptional oral and written communication skills.
- Fluency in English and French will be an added advantage.

Desirable

- Good team player (ability to work in a team)
- Proficient in Microsoft package of applications e.g. MS WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK EXPRESS)
- Good communication skills both oral and written.
- Ability to work under pressure and deliver to tight deadlines.
- Takes initiative and is innovative.
- Excellent spoken and written English Language skills.

NB: This position is contingent upon an award from USAID. Cameroon nationals are strongly encouraged to apply and will be prioritized. This recruitment will be on a rolling basis.

APPLICATION PROCEDURE

Composition of application file

- I. An application letter
- II. A letter of motivation not more than 02pages with 1.5 spacing and a font size of 12
- III. Curriculum Vitae CV
- IV. 02 references from previous employment
- V. Copy of highest academic qualification



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Each applicant should receive an automatic reply that confirms receipt of his/her application. If such a notification is not received, the applicant should contact the Human Resource Department through the same email address before the closing date for applications indicated below.

N/B only shortlisted candidates will be contacted for interview.

Interested and qualified candidates should send the requested files to hire@reachoutcm.org copying marie-cecile@reachoutcm.org or deposit an enclosed application at the Reach Out Head Office at Small Soppo, Wonganga, Buea, SWR.

Ngasa Pride Yanu
Programs Director

