



# Reach Out N.G.O.

Making the world a better place...for all

P.O. Box 88 Buea, South West Region. Tel: (237) 67740-5602 / 674063012  
[info@reachoutcm.org](mailto:info@reachoutcm.org) - [www.reachoutcameroon.org](http://www.reachoutcameroon.org) -  
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## REACH OUT CAMEROON HUMAN RESOURCE DEPARTMENT CALL FOR APPLICATIONS

Position	Administrative Assistant
Reporting to	Program Director -CHESS
Job Reference	<b><a href="#">3070/REO/VOL16/B/SW024</a></b>
Department	Health
Location	Yaounde
Contract Type	Full-time
Length of project	5 years
Length of contract	1 year (renewable annually)
Gross annual salary	\$9,600
Fringe benefits	Health insurance: \$200/year Social insurance: 13% of salary
Application Launched	30/10/2024
Application Deadline	15/11/2024

### Background

Reach Out Cameroon is a Non-Governmental Organization created in 1996 and obtained its legal status in the year 2000 and authorization as a National NGO with MINAT in 2024. The organisation supports underprivileged groups especially youth and women through a community-centered approach and advocacy through three major pillars: Health, Human Rights and Governance; and Economic security

The health department is committed to advancing health outcomes and promoting equity in healthcare delivery throughout Cameroon. Established in response to critical health disparities faced by underserved populations, ROC has been at the forefront of community-based health interventions for twenty-eight years.

The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide. The **Community Health Equity Through Systems Strengthening (CHESS)** project, funded by the **United States Agency for International Development (USAID)**, represents a strategic initiative designed to address systemic barriers to health equity

## Our Offices

Head Office Small Soppo Buea

Maroua Office, Pitoare

Bamenda Office Foncha Street

Kumba Office SWR

Tombel Office, SWR

Ekondo-Titi, SWR

Garoua office, North region



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within Cameroon's health landscape. (CHESS) project represents a strategic initiative designed to address systemic barriers to health equity within Cameroon's health landscape. The goal of the project is to ensure equitable and universal access to essential health services for all segments of the Cameroonian population through advanced community participation. By fostering inclusive governance, CHESS seeks to ensure that health systems are responsive to the needs of all community members, particularly the most vulnerable groups.

Reach Out Cameroon (ROC) in collaboration with the Ministry of Public Health (MoH) and funding of USAID will roll out this 5 years project that will build the capacity of 25 disease/population-based Civil Society Organizations (CSOs) in Cameroon to effectively implement Community-Led Monitoring (CLM), support Community-Based Surveillance (CBS) systems for early case detection and notification; strengthen the capacity of existing national dialogue structures and Community Health Workers (CHWS) to meaningfully engage in community health governance, human rights, and health promotion through innovative context-specific Social and Behavioural Change (SBC) communication strategies.

By the close of the project that will be implemented in 150 health districts across all 10 regions of Cameroon, the 25 CSOs coordinating 300 community champions or site monitors will have improved, implemented, monitored and evaluated CLM, CBS, and UHC interventions on HIV, Tuberculosis, malaria and family planning thus contributing to the achievement of the project goal of improved equitable and universal access to essential health services for all segments of the Cameroonian population through advanced community participation.

To support the efficient implementation of the project and ensure seamless administrative operations across all zones, the recruitment of an Administrative Assistant is essential for maintaining organization, facilitating communication, and managing logistics in a complex and dynamic environment. The Administrative Assistant will provide essential administrative support to the project management team at headquarters. This role is critical in ensuring smooth operations, effective communication, and efficient coordination among various project activities and stakeholders.

## 1. Objectives

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- Provide comprehensive administrative support to the project management team.
- Facilitate communication and coordination of activities across all zones.
- Assist in maintaining accurate records, correspondences and documentation related to project activities.

## 2. Responsibilities

### Administrative Support:

- Prepare project documents, reports, and presentations, ensuring accuracy and professionalism.
- Organize and maintain electronic and physical files, ensuring easy access to project information.
- Schedule and coordinate meetings, including logistics such as venues, materials, and participant communication.

### Communication Facilitation:

- Serve as a primary point of contact for inquiries related to the project, providing timely and accurate information.
- Maintain effective communication with project staff, partners, and stakeholders to ensure alignment on project objectives and activities.

### Logistical Coordination:

- Coordinate logistics for project events, including workshops, training sessions, and community engagement activities, ensuring all necessary arrangements are made.

### Documentation and Reporting:

- Maintain accurate records of project activities, including minutes of meetings and activity reports, ensuring all documentation is complete and filed appropriately.

### Capacity Building Support:

- Provide administrative support for training sessions, including preparation of materials and participant communication.
- Assist in the onboarding process for new staff and volunteers, ensuring they have the necessary resources and information.

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## General Support:

- Perform additional administrative tasks as assigned by the project management team to support overall project goals and objectives.

### 3. Qualifications

- Bachelor's degree in Administration, Management, Public Health, or a related field.
- Minimum of three years of experience in administrative support, preferably within a health or development context.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Excellent communication and interpersonal skills, with a professional demeanor.
- Ability to work independently and take initiative while also being a team player.
- Proficiency in English and French is essential.

### 4. Composition of application file

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

**NB:** Only shortlisted candidates will be contacted for interview.

Interested and qualified candidates should send the requested files to [hire@reachoutcm.org](mailto:hire@reachoutcm.org) or deposit an enclosed application at the Reach Out Head Office at Small Soppo, Wonganga, Buea, SWR.



*Modjenpa Bibiche*  
Assistant Executive Director  
Reach Out

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