

## Post Vacancy – Job description

- **Reference number:** **2024-06** (to be quoted in all your communications)
- **Office location:** Yaoundé, Cameroon
- **Position:** Technical Assistant
- **Duration of assignment:** 4 years (12 months contract with possibility of extension)
- **Deadline for application:** 15/03/2024
- **Start date:** 01 August 2024

### Job Description:

As a Technical Assistant in support of the Head of Office, s/he will be based in Yaoundé, Cameroon and will be dealing with the whole range of ECHO actions currently ongoing in the country (forced displacement crisis, food and nutrition crisis, humanitarian-development-peace Nexus, protection, disaster preparedness, including advocacy, etc.). The expert will carry out regular missions to identify and assess humanitarian needs, evaluate proposed programmes and actions and monitor projects in the country. He/she will work closely with Thematic Experts of DG ECHO's Dakar Regional Office, to ensure coherence of the actions with DG ECHO's policies and practices, and work in close coordination with other relevant stakeholders, including the EU Delegations and partners.

Cameroon's crisis is a complex one, due to conflict and forced displacement, with over 1 million IDPs and close to 480 000 refugees. Cameroon faces two main humanitarian crises i.e., in the Far North as part of the regional Lake Chad Basin crisis and in the anglophone Northwest and Southwest. 4.3 million people are estimated to be in need of emergency assistance in 2024 as a result of these crises, including also the CAR refugee crisis in the East of the country (where ECHO does not have operations currently). The crises have also disrupted economic activities of the displaced population, including a serious impact on food insecurity, with a 2024 lean season estimated to affect a total of more than 2.5 million people. These crises are also characterised by a pattern of recurrent IHL and human rights violations, with major access issues especially for French native speakers in the Northwest and Southwest of the country.

The EU is a major contributor of relief assistance in Cameroon and has provided over €240 million in humanitarian aid in the country since 2013. In 2024, this aid amounts to €21 million. Assistance is provided in 1) Food assistance and livelihood; 2) Health and nutrition; 3) Protection; 4) Disaster preparedness; 5) Education; 6) WASH, Shelter & NFIs; 7) Coordination and Support to Operations.

The expert may also be called upon to carry out missions to other countries or to Brussels and should be prepared to react to a current or evolving crisis in any other region in the world as requested by headquarters.

[https://ec.europa.eu/echo/where/africa/cameroon\\_en](https://ec.europa.eu/echo/where/africa/cameroon_en)

### Place of assignment:

The expert will be based in the DG ECHO office in Yaoundé, Cameroon. The office is composed of 10 staff members, including 1 Head of Office, 1 country TA, 1 Programme Officer, 1 administrative coordinator (AC) and 6 local support staff covering the Central Africa region.

The duration of posting is maximum 4 years, and **it is a family posting**.

### Qualification requirements and assets:

DG ECHO's recruitment policy aims at respecting diversity, creating an inclusive working environment, maintaining gender balance. We apply a zero-tolerance policy on discrimination.

DG ECHO encourages recruitment of qualified women. Therefore, **female candidates are strongly encouraged to apply** and at equal merit between two final candidates, female candidates will be given priority.

General DG ECHO language requirements: mastering English or French as the mandatory first language. The second language must be different from the first language and must be one of the languages used in the humanitarian aid sector, namely French, English, Spanish, Arabic or Russian.

### Requirements for the post:

- The candidate must have at least 3 years of experience in management multi-sectoral humanitarian aid programmes.
- Experience in complex settings (conflict, forced displacement, food insecurity, under-nutrition).
- Team player and cooperation skills.
- For the present position, an excellent command of **English** and French are compulsory.

Assets:

- Experience in interaction with relevant stakeholders, advocacy and communication skills.
- Experience in humanitarian/development frameworks (Nexus).
- Experience in one or more of the following domains: Food assistance, Health, Protection, WASH, Shelter & NFIs; Education in Emergencies, Disaster preparedness.
- Previous professional experience in the region.

**Application**

---

Interested candidates must send their application to [echo-experts-jobs@ec.europa.eu](mailto:echo-experts-jobs@ec.europa.eu)

**Subject of the message:** 2024-06 – Technical Assistant, Yaoundé, Cameroon

**With the following information:**

- First Name:
- Surname:
- E- mail:
- Phone number(s):
- ID application number (DG ECHO database "Individual Experts Online"):
- Available from (dd/mm/yyyy):

**Documents to be attached:** Curriculum Vitae and Motivation Letter (in English)

**By sending your email with the requested personal details and documentation, you explicitly provide your consent for the processing of your personal data for recruitment-related purposes.**

**Only candidates registered in DG ECHO Field Staff Management (FSM) database can apply**

<https://webgate.ec.europa.eu/echo/fsm/>

- Only shortlisted candidates will be contacted by DG ECHO.

**For information related to Data Protection and the processing of personal data for recruitment-related purposes, please consult the Specific [Privacy Statement](#).**

**For any IT issues related to the update of your CV in the Field Staff Management (FSM), please do contact [ECHO-DEV-FSM@ec.europa.eu](mailto:ECHO-DEV-FSM@ec.europa.eu)**

**Deadline for sending application: 15/03/2024**