

REPUBLIQUE DU CAMEROUN
Paix - Travail- Patrie

MINISTERE DE LA
DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

SECRETARIAT GENERAL

PROJET GOUVERNANCE
LOCALE ET COMMUNAUTES
RESILIENTES



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IDA Credit 72130-CM

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

GENERAL SECRETARIAT

LOCAL GOVERNANCE AND RESILIENT
COMMUNITIES PROJECT

NAME OF COUNTRY: Republic of Cameroon

PROJECT NAME: Local Governance and Resilient Communities Project (PROLOG)

IDA CREDIT: No. 72130-CM

TITLE OF THE ASSIGNMENT: Recruitment of one (01) secretary for the Local Governance and Resilient Communities Project (PROLOG)

CALL FOR THE EXPRESSION OF INTEREST No. 22 OCT 2025
good 2 /ASMI/MINDDEVEL/PROLOG/UGP/SPM/2025 OF
FOR THE RECRUITMENT OF ONE (01) SECRETARY FOR THE PROJECT MANAGEMENT UNIT (PMU) OF THE LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG)

BACKGROUND AND RATIONALE

To support Cameroon in its efforts to manage risks related to the escalation of violence and to advance its decentralization policy, the World Bank has granted to the Government of Cameroon financing in the form of a loan amounting to 300 million US dollars, which is equivalent to approximately 189 billion CFA francs, for the implementation of the Local Governance and Resilient Communities Project (PROLOG). This project combines support for decentralization focused on development commitments with efforts to strengthen community resilience capacities, particularly for vulnerable households affected by conflict.

The development objective of the project is to improve community access to climate-resilient infrastructure and strengthen local capacity to manage resources and deliver services. To achieve this objective, the project is structured around four components:

Component 1: Improving community infrastructure and basic services;

Component 2: Improving the multi-level governance framework and the capacity of devolved entities to deliver services;

Component 3: Project management, monitoring, and evaluation;

Component 4: Contingency Emergency Response Component (CERC). This component will set up an emergency fund that can be activated in the event of a human-induced crisis, a public health emergency, or a natural disaster, following the official declaration of a national emergency or an official request from a member of the Government of Cameroon.

To ensure the efficient implementation of these various components, in line with the Project's objectives and to improve the efficiency of resource management allocated to the Project, it is necessary for the Project Management Unit (PMU) to have one (01) Secretary.

I. ROLES AND RESPONSIBILITIES

Under the authority of the National Coordinator, the Secretary shall report directly to the Administrative and Finance Officer, while working with all staff members. His/her main duties shall include the following:

- Typing "outgoing" mail;
- Codifying, registering, and dispatching the mails;
- Registering "incoming" mails and dispatching them within the PMU according to the National Coordinator's instructions;

- Filing documents and keeping the archives of the PMU;
- Managing assigned stocks;
- Receiving external visitors and directing them to the relevant personnel;
- Receiving external phone calls and directing them within the PMU

II. CANDIDATE'S PROFILE

The prospective candidate should fulfil the following requirements:

- Be a Cameroonian;
- Be a holder of at least an HND in Executive Secretariat services or an equivalent qualification;
- Have an experience in e-documentation and documentary database management;
- Have an excellent mastery of MS Office, with proficiency in word processing software
- Must know and master at least one electronic document management software;
- Be rigorous, organised, methodical, honest, and committed;
- Be available and capable of working in a team.

III. DURATION OF CONTRACT AND PLACE OF ASSIGNMENT

Selected candidates will be recruited under a fixed-term contract, in accordance with the provisions of Decree No. 2021/7341/PM of 13 October 2024, establishing the rules governing the creation, organisation, and operation of development programmes and projects. In accordance with the provisions of this decree, the Project shall recruit one (1) Secretary for the Project Management Unit (PMU), in accordance with the salary scale applicable to Category 1 projects.

A four-month probationary period will precede confirmation of the contract.

The position is open for a period of two years renewable, but the job shall not exceed the duration of the project.

The duty station of the Secretary shall be the Project Management Unit (PMU) based in Yaoundé.

V. EVALUATION CRITERIA

The job application files will be evaluated based on candidates' experience and qualifications.

The evaluation will be conducted in two stages: The first stage consisting of the review of the application files, followed by a second stage consisting of interviews of the candidates whose qualifications are deemed relevant after the first stage.

Examination of the application files:

Stage 1: Examination of the application files

The examination of the files will consist of the evaluation of candidates based on their CVs.

Stage 2: Interviews

Short-listed candidates following the first stage will be interviewed.

The aims of the interviews will include:

- Understanding the candidates, their personalities, and their motivation for the position;
- Validating the information presented in the application file (experience, diploma, skills, etc.);
- Ensuring that the interviewed candidate's profile matches the needs and expectations of the project listed in paragraphs II and III above;
- Evaluating the candidates in order to rank them in decreasing order of qualification and relevance with respect to the pre-established criteria, so as to identify the person most suitable for recruitment in the project.

VI. COMPOSITION OF THE APPLICATION FILE

The application files must be submitted exclusively in electronic format (PDF) by email and must include three (03) separate files, as follows:

- PDF File 1:
 - o A detailed cover letter, highlighting the candidate's specific skills that will enable him/her to successfully carry out the assignment, as well as his/her ability to collaborate with the main stakeholders;
- PDF File 2:
 - o A signed curriculum vitae (CV) of the candidate, highlighting similar professional experience and indicating his/her full contact details (postal address, telephone number, email address, etc.);
- PDF File 3:
 - o Scanned copies of certificates, earlier work contracts, and any other documents demonstrating the candidate's skills/qualifications;
 - o Scanned copy of the candidate's National Identity Card (CNI) or passport.

NB: No hard copy applications will be received at the Project Management Unit (PMU) or at the Regional Coordination Units (RCUs). Only electronic applications submitted in the format indicated above will be evaluated.

GENERAL PROVISIONS

- 1- Candidates will be selected according to the "Selection of Individual Consultants" method, as described in paragraph 7.36 of the Procurement Regulations for Borrowers requesting for Investment Project Financing (IPF) 7th Edition, revised in February 2025.
- 2- Application files written in French or English must be sent exclusively by email, **no later than fourteen (14) days** from the date of publication of this notice, with the wording:

00042 3- CALL FOR THE EXPRESSION OF INTEREST No. 22 OCT 2025
/ASMI/MINDDEVEL/PROLOG/UGP/SPM/2025 OF
4- FOR THE RECRUITMENT OF ONE (01) SECRETARY FOR THE PROJECT
MANAGEMENT UNIT (PMU) OF THE LOCAL GOVERNANCE AND RESILIENT
COMMUNITIES PROJECT (PROLOG)

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Yaoundé, on **22 OCT 2025**
THE NATIONAL COORDINATOR

Edielle E. N. Jackson
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