

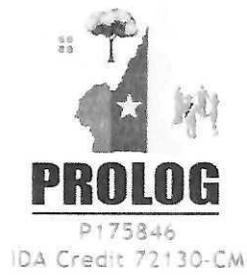
REPUBLIQUE DU CAMEROUN
Paix- Travail- Patrie

MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

SECRETARIAT GENERAL

PROJET GOUVERNANCE LOCALE ET
COMMUNAUTES RESILIENTES

UNITE DE GESTION



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

SECRETARIAT GENERAL

LOCAL GOVERNANCE AND RESILIENT
COMMUNITIES PROJECT

MANAGEMENT UNIT

COUNTRY NAME : Republic of Cameroon
PROJECT NAME : Local Governance and Resilient Communities Project (PROLOG)
IDA CREDIT : No. 72130-CM
ASSIGNMENT TITLE : Recruitment of an Accounting Assistant for the Project Management Unit of the Local Governance and Resilient Communities Project (PROLOG).

REQUEST FOR EXPRESSIONS OF INTEREST
No. 0051/REOI/MINDDEVEL/PROLOG/PMU/SPM/2026 OF 05 FFV 2026
FOR THE RECRUITMENT OF AN ACCOUNTING ASSISTANT FOR THE PROJECT MANAGEMENT UNIT OF THE LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG).

I. CONTEXT AND JUSTIFICATION

To support Cameroon in its initiatives to manage the risks of escalating violence and its decentralization policy, the World Bank has granted the Government of Cameroon a loan of \$300 million (approximately 189 billion CFA francs) to implement the Local Governance and Community Resilience Project (PROLOG). This project combines support for decentralisation focused on development commitments while strengthening the resilience capacities of communities, particularly vulnerable households affected by conflicts.

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

- Component 1 : Improving community infrastructure and basic services ;
- Component 2 : Improving the governance framework at multiple levels and the capacity of decentralised agencies to provide services ;
- Component 3 : Project management, monitoring, and evaluation ;
- Component 4 : Contingency Emergency Response Component (CERC) : This component will establish an emergency fund that can be triggered in case of a human-made crisis, public health crisis, or natural disaster, by the official declaration of a national emergency, or upon official request from a member of the Government of Cameroon.

To ensure the efficient implementation of these various components, in line with its objectives, and to ensure proper administrative and financial management of the Project, it is necessary to strengthen the financial management team at the PMU by recruiting an Accounting Assistant.

II. ROLES AND RESPONSIBILITIES

The Accounting Assistant, under the general supervision of the National Coordinator and the authority of the Administrative and Financial Manager, is responsible for assisting the National Accountant in performing accounting tasks and producing the Project's financial statements. He/she works in close collaboration with the National Accountant. The Accounting Assistant shall :

- Participate in maintaining the proper functioning of the central accounting system to ensure consolidated financial and accounting statements are produced within the required deadlines and according to the Financing Agreement ;
- Participate in cash management, specifically regarding electronic payments ;
- Assist in maintaining general, analytical, and budgetary accounting for the PMU ;
- Assist in ensuring compliance with the provisions of the Project's Administrative, Financial, and Accounting Procedures Manual ;
- Assist in preparing all documentation required for the smooth conduct of financial audits ;

- Participate in asset management ;
- Participate in improving the archiving system.
- Specifically, in addition to any other tasks assigned by the National Coordinator, the Administrative and Financial Manager, or the National Accountant, the Accounting Assistant will be responsible for :

1. Accounting and Cash Management :

- Assisting in keeping the PMU's accounting records up to date (commitments, invoices, payments, and fixed assets) ;
- Collecting supporting documents and sorting them before processing;
- Assisting in checking the compliance of payment files (invoices, contracts, purchase orders, delivery notes, and delivery reports);
- Assisting in managing electronic payments and producing related reports (preparing draft replenishment requests and payment statements, printing statements for accounting clearance and archiving) ;
- Monitoring petty cash and producing monthly cash reconciliation reports ;
- Assisting in setting up an archiving system for expenditure justifications to ensure smooth post-reviews;
- Monitoring and analyzing operations related to electronic payment accounting;
- Drafting payment requests (Transfer Orders, funds availability, checks) and monitoring payment procedures;
- Documenting and archiving expenditure files (SOEs and journals), as well as tax and social security e-declarations;
- Following up on unliquidated advances and participating in year-end closing tasks.

2. Budgetary Management :

- Participating in the preparation of the Annual Work Plan and Budget (identifying appropriate analytical codes);
- Assisting in activity implementation (verifying budget codes and supporting documentation) at the PMU level;
- Supporting variance analysis in collaboration with the National Accountant and the Technical Department.

3. Administrative and Tax Management :

- Human Resources: Managing social security contributions ;
- Taxes : Managing periodic tax declarations;
- Logistics : Managing fuel stocks (maintaining consumption logs), monitoring contracts (leases, vehicle insurance), and tracking vehicle logbooks and consumption ratios.

4. Financial Management Reporting:

- Assisting in the monthly preparation of bank reconciliation statements for cash accounts (Orange & MTN Mobile Money);
- Participating in the analysis and justification of all accounts for the establishment of project financial statements;
- Actively participating in the preparation of the Financial Monitoring Report (FMR).

5. Procedures, Internal Control, and Audit :

- Assisting in monitoring commitments according to authorized expenditure categories ;
- Analyzing operations and checking the eligibility and completeness of files ;
- Participating in the preparation of documentation for support missions, reviews, and audits (internal, external, and World Bank missions).

6. Procurement Management (in collaboration with the National Accountant) :

- Participating in periodic physical inventories of the Project's fixed assets and stocks ;
- Participating in drafting physical inventory reports and keeping asset holder records up to date.

III. CANDIDATE PROFILE

The candidate for the position of Accounting Assistant must provide proof of specialized training in Accounting/Management and meet the following criteria and references :

- Hold at least a higher diploma in Management or Accounting, at a Bac + 2 level (BTS, DUT) or any other equivalent degree ;

- Have acquired at least three (03) years of successful experience in accounting within a public or private sector organization. A cumulative experience of two (02) years in a development project funded by international donors, specifically the World Bank, would be an asset ;
- Have knowledge of accounting, financial, and disbursement procedures for projects funded by international financial institutions, particularly the World Bank ;
- Have a good understanding of electronic payment procedures ;
- Mastery of office software (Word, Excel, PowerPoint) as well as messaging and internet tools ;
- Mastery of one or more cash management software packages and the TOM2PRO accounting software ;
- Strong organizational and planning skills ;
- Ability to work independently, as part of a team, and under pressure ;
- Immediate availability once the recruitment process is completed.

IV. CONTRACT DURATION AND DUTY STATION

The successful candidate will be recruited on a fixed-term contract in accordance with the provisions of Decree No. 2021/7341/PM of October 13, 2024, establishing the rules governing the creation, organization, and operation of development programs and projects. A four-month (4) probationary period will be observed prior to final confirmation.

The position is open for a renewable one-year term, but shall not exceed the overall duration of the project.

- Workplace : The position is based at the headquarters of the Project Management Unit (PMU)

V. EVALUATION CRITERIA

Applications will be evaluated based on the candidates' experience and qualifications.

The evaluation will be carried out in two stages : The first stage will consist of an application review, followed by a second stage consisting of an interview for candidates with relevant qualifications from the first stage.

- **Application Review** : The application review will consist of an evaluation based on :
 - Eligibility ;
 - The candidate's experience related to the assignment;
- **Skills assessment.**

The assessment of candidates' skills will be conducted during the interview.

Each evaluation stage will represent 50% of the final score. Only candidates who obtain 60% of the score from the first stage will be admitted to the interview phase.

VI. APPLICATION PACKAGE CONTENTS

Applications must be sent by email (PDF) and must include the following documents :

- A detailed cover letter (addressed to the National Coordinator), highlighting the candidate's specific abilities that will contribute to the success of the assignment and collaboration with key stakeholders ;
- A candidate's Curriculum Vitae (CV) highlighting similar experiences, dated within the last three (03) months, signed, and providing full contact details (P.O. Box, telephone, email, etc.) ;
- Photocopies of diplomas, work certificates and/or testimonials, and any other documents demonstrating the candidate's skills/qualifications ;
- A photocopy of the National Identity Card (NIC).

N.B. : No physical applications will be accepted at the PCU or the RCUs. Only electronic applications complying with the format indicated above will be evaluated.

VII. GENERAL PROVISIONS

- 1- Candidates will be selected using the "Selection of Individual Consultants" method as described in paragraph 7.36 of the "Procurement Regulations for IPF Borrowers," 7th edition, revised in September 2025.
- 2- Applications 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 subject line :

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LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG).

Email addresses :

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- recrutementascomptugp@prolog.cm

Yaoundé, on the 05 FEV 2026

THE NATIONAL COORDINATOR



Agnes Thelie E. H. Jackson
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