



## VACANCY ANNOUNCEMENT:

**Job Title:** Project Manager

**Organization:** Foundation for Inclusive Education (FIED)

**Location:** Federal Quarters Buea, South West Region Cameroon

**Job Type:** Full-time

### Job Description:

We are seeking a highly motivated and organized Project Manager to join our team. The successful candidate will be responsible for providing administrative support to our organization, ensuring effective management of our projects and ensuring compliance with organizational policies and procedures.

### Responsibilities:

- Develop and manage all the organization's project.
- Ensure accurate and timely projects and programs reporting to stakeholders
- Prepare and submit project reports to donors and other relevant parties,
- Conduct project analysis and provide recommendations for improving on the Foundation's project management system,
- Maintain accurate and up-to-date project records and documents,
- Assist in the preparation of grants and proposals,
- Coordinate with other departments to ensure effective use of resources,
- Provide administrative support to the organization, including answering phones, responding to emails, and performing other administrative tasks

### Requirements:

- HND/ BSC. in project management, or a related field,



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- At least 2 years of experience in management, preferably in a non-profit organization,
- Strong knowledge of project management principles and practices,
- Excellent analytical and problem-solving skills,
- Strong attention to detail and ability to work accurately,
- Excellent communication and interpersonal skills,
- Ability to work independently and as part of a team,
- Proficiency in Microsoft Office, particularly Excel and PowerPoint

## What do we offer:

- Immediate incorporation in a young dynamic and passionate team.
- You will become a project management expert.
- You will acquire expertise in implementing projects at national level and be part of the draft of proposals under the coordination of senior experts in the organization.
- You will be able to introduce to the team, develop and add to the ongoing workflow your own ideas, falling under the fields of expertise of the organization.
- Opportunity to grow professionally and personally in the organization to become a senior project, Officer. We offer you an ambitious career plan.
- Working hours are from 8 am until 4 pm from Monday to Friday.
- Holidays: 18 working days per year to be split during the year following company's policies.
- Subsistence costs covered during travel.
- Note that the wage will be discussed according to the candidate experience during the interview.

## Selection process

The selection process will have 3 phases:

- Assessment of Applications.
- Round of Interviews.
- Final Decision.

## Application Deadline

To apply, please, you can do it by writing directly to this function mailbox: [admin@ffiedu.org](mailto:admin@ffiedu.org) and copy [ebnzo2012@gmail.com](mailto:ebnzo2012@gmail.com) before the **13th of September 2024**



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## Useful information

- Before applying, you should carefully check whether you meet all the eligibility criteria.
- We will not accept candidate that applies beyond the deadline.
- Applications must include a motivation letter (1 page limit) and a CV, both submitted in English OR in french to be considered.

Applications not submitted in one of these two languages will be excluded from the selection procedure.

*Nkegoah Ebenexer*  
Executive Director (F.I.E.D)

