Famine Early Warning Systems Network (FEWS NET)
Administrative Assistant

Scope of Work

Introduction

The Famine Early Warning Systems Network (FEWS NET) is an integrated set of activities funded by the United States Agency for International Development (USAID) intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. Created in 1985 in response to famines in East and West Africa, FEWS NET provides global coverage through a mix of presence and remote monitoring. FEWS NET's work is implemented across several pillars by a team of partners that includes NASA, NOAA, USGS, Kimetrica, and Chemonics International (Chemonics). Chemonics implements FEWS NET’s integrated emergency food insecurity analysis through a Washington-based technical office and more than 20 field offices.

Based on in-depth understanding of local livelihoods, FEWS NET analysts monitor information and data on factors that affect food security, such as weather conditions and climate, crops, pasture, markets and trade, and nutrition. FEWS NET produces regular reports, including Food Security Outlooks and Outlook Updates, emergency alerts, market and price updates, and global weather hazards. FEWS NET makes reports available at www.fews.net and distributes them globally to governments, relief agencies, and other organizations engaged in humanitarian response and development programs.

The seventh phase of FEWS NET (FEWS NET 7) began in 2019 and relies on close collaboration with international, regional, and national partners on food security analysis and reinforcement of food security networks. Major activities include joint monitoring and assessments, data exchanges, collaborative analysis and report writing, and technical capacity strengthening. FEWS NET supports local and regional food security networks to contribute to achieving the global objective of food security for all.

Position Description

The Administrative Assistant (AA) is responsible for assisting the Office Manager/Accountant (OM/A) in daily administrative work.

Responsibilities

The main responsibilities of the OM/A include, but are not limited to:

- Provides administrative support to the project and assists Office Manager with record-keeping and bookkeeping. Develops and maintains required administrative office systems.
- Assists the Office Manager in handling the petty cash account.
- Scan all the finance and administration files and keep the electronic filing system.
- Maintain tax records and trackers and report taxes in a timely manner.
- Prepares all necessary administrative forms for project-related items
- Oversees the purchase of office supplies and related items.
- Maintain travel records and trackers including ticket reservations and visa process.
- Maintain inventory tracker and oversees the maintenance of office equipment.
- Oversees the vehicle logbook and ensure that the vehicle is properly maintained
- Maintains trackers and ensure the leave records are maintained in personal files.
- Supervises the maintenance of the project’s filing system
Qualifications

- Fluency in written and spoken English and French required, local language skills desirable
- A bachelor’s degree certified by the Ministry of Higher Education in Accounting, Finance, or related field is required. Significant, directly related professional experience can substitute for education experience.
- A minimum of 3 years of relevant experience in an equivalent position
- Prior international donor project experience is preferred
- Familiar with the MS world, outlook, PowerPoint, and MS Excel software
- Possess excellent organizational and multi-tasking skills
- Excellent communications and interpersonal skills

Location and Reporting

The AA will be based in Yaoundé, Cameroon and is directly supervised by the Office Manager/Accountant. For office administration and financial management, the AA will work directly with the OM/A to collaborate with the Regional Representative, the Washington-based Project Management Unit (PMU), and the Senior Management Team (SMT).

Application Information

Chemonics International Inc. is looking for individuals who have a passion for making a difference in the lives of people around the world and demonstrate leadership, versatility, and integrity in their work. The full job description for the Cameroon Administrative Assistant can be found at www.fews.net/vacancies.

Qualified Cameroonian candidates should fill out the general information form and upload their CV and a cover letter at https://fewsnet.formstack.com/forms/cr_aa_fewsnet by November 25, 2019. All application materials, including responses to the general information form, CVs, and cover letters, should be provided in English. No telephone inquiries. Only short-listed candidates will be contacted.