



GAICAM

GO-AFRICA INITIATIVE CAMEROON

Vision: "Transforming Lives & Promoting Growth"

Chief Street Bomaka - Buea. South West Region-Republic of Cameroon



Our Ref: 0034/10/18/GAICAM/ED/

Your Ref:

Date: 25/10/2018

TO WHOM IT MAY CONCERN

Subject: **GAICAM Top-Management Volunteering Opportunities**

Created with a vision to Transform Lives and Promote Growth in Cameroon and Africa at large, Go-Africa Initiative Cameroon (GAICAM) is a Social Transformative Organization whose vision has touched the lives of thousands of young Cameroonians, and ultimately those of other nationalities.

We are working in line with the United Nations Global Compact, promoting Sustainable Development Goal 8 (Promoting Inclusive and Sustainable Economic Growth, Employment and Decent Work for all); using Entrepreneurial Skills Development as a tool to fight the Unprecedented youth unemployment crisis in Cameroon through enterprise creation; creating job opportunities for the youth, thus promoting economic growth to End Poverty (SDGs 1), reducing Crime Wave and promoting Sustainable Peace (SDGs 16) in Cameroon.

Our quest to Transform Lives and Promote Growth in Cameroon and Africa has prompted us to act accordingly, designing programs and projects which helps empower youths with sustainable skills so they could fully engage in the transformation of their respective communities. These programs are expected to enable these young people dare and create business ventures that will serve as a springboard for sustainable growth.

We are currently receiving applications from interested persons who wish to fill-in the Top-Management volunteerism positions in our organisation. These volunteerism opportunities are strictly for those who wish to volunteer for a long-term (minimum 12 months). It should be noted that volunteerism opportunities at GAICAM are not salarised, they are intended to allow volunteers gain skills and develop practical knowledge for today's complex environment; though the organisation always strive to provide basic financial motivation to all team members. On the other hand, GAICAM offers attestations to volunteers at the end of their stay with the organisation, in order to serve them wherever and whenever need be.

Application open: Oct. 29, 2018 Application end: Nov. 9, 2018.

The following are the available volunteerism positions:

1. DIRECTOR OF FINANCE & ADMINISTRATION

The Director of Finance & Administration shall report directly to the Executive Director of GAICAM. The position shall be a full-time voluntary position, working at least 35hrs a week. The position requires a permanent seat at the head office of GAICAM, where the occupant shall oversee all administrative affairs of the organization, while referring to the Executive Director and collaborating with the Director of Programs & Trainings. He/She shall;



- Represents the organization both internally and externally in all official settings by the discharge of the Executive Director, in order to build a sustainable image for the organization.
- Work in close collaboration with all partners, donors and the authorities that be, in promoting the smooth functioning of the organization as instructed by the Executive Director.
- Evaluates the Monthly, quarterly, by-annual and annually performance of the organization in relation to its plan of action, and report to management.
- Manage and coordinate the activities of; the Technology & Innovation Manager, Communication & Advocacy manager, and Brand & Opportunity.
- Coordinate and maintain proper accounts; both receipts and payments, to ensure that all relevant records are in proper keeping.
- Coordinate and manage the resources of the organization, while developing a budget that will help limits the organization's operational costs.
- Exercise supervisory control over inter departmental transactions and maintain proper leadership over all the activities at his disposal.
- Coordinate and manage the preparation and publication of departmental and organization financial documents.
- Keep accurate records for all daily transactions and ensure the preparation of all financial documents.

2. DIRECTOR OF PROGRAMS & TRAININGS

The Director of Programs & Training shall report directly to the Executive Director of GAICAM. The position shall be a full-time voluntary position, working at least 35hrs a week. The position requires a permanent seat at the head office of GAICAM, where the occupant shall oversee all administrative affairs regarding the programs and trainings of the organization, while referring to the Executive Director and collaborating with the Director of Finance & Administration for better results. He/She shall;

- Collaborate with various heads of departments, working in close collaboration with the Project Manager to design sustainable programs and projects for the organization that would impact and improve more lives; as well as promote economic growth.
- Develop growth focused events and programs that allow young people to develop their potentials and engage in productive ventures to enable them live their dreams.
- Constantly source for funding opportunities, working in closed collaboration with the Project Manager and entire team to develop project proposals, apply and follow up for approval.
- Evaluates the progress of scheduled activities and programs; estimate their performance rate in relation to the plan of action, and prepare reports to management.
- Manage and coordinate the activities of the other heads of departments, ensuring that all is on course to the ultimate goal.
- Coordinate and manage the limited scheduled resources for programs and trainings to achieve the expected results, and guarantee the growth.

3. CHIEF INTERNAL AUDITOR

The chief Internal Auditor shall report directly to the Founder & Executive Director of the GAICAM. This position shall be a part-time Voluntary position, working at least 5 hours a month. The occupant of this position shall ensure that the material and personnel resources of the organization are gainfully geared towards the ultimate goal. He/She shall;

- Audits all assets and financial accounts of the organization, and presents the report to the top management, in this case, the Executive Director.
- Not be involved in any financial transaction of the organization.
- Be called to duty by the Executive Director when need arises.



- Design and employ control mechanism, which seeks to prevent mismanagement of the organization's resources.

4. PROJECT MANAGER

The Project Manager shall report to the Director of Programs & Trainings. He/she shall work in close collaboration with the later, conceiving and designing sustainable projects that should be implemented to touch more lives, helping the organization to attain its target objectives. This position shall be a part-time Voluntary position, working at least 15 hours a week. The occupant of this position shall ensure that the organization develop the best project proposals, to enable her secure funding for her activities. He/She shall;

- Source for project proposals, develop the projects, and work in close collaboration with management to submit the proposal within the scheduled time frame.
- Conceive and develop sponsorship proposal to institution, organizations and companies; while collaborating with the Director of Finance & Administration in order to secure support for organization of Conferences, Workshops, and Seminars that seek to create entrepreneurship awareness, and sustain startup businesses.
- Coordinate and manage the implantation of all projects, while updating management with progress reports and others.

5. TECHNOLOGY & INNOVATION MANAGER

The Technology & Innovation manager shall report to the Director of Finance & Administration. This position shall be a full-time Voluntary position, working at least 35hrs a week. The position requires a permanent seat at the head office of GAICAM, where the occupant shall oversee all the technological needs of the organization. He/she must be able to communicate ideas through text and image, as well as think of innovative ways through which GAICAM can improve on her services. He/She shall;

- Design all graphical and audio visual materials for the organization.
- Manage all websites and other technology frameworks and processes of organization,
- Manage and coordinate photos and video shots during events, organized by the organization.
- Assist in the production and publication of documents and audio visuals like books, journals, articles, short films, documentaries, etc.
- Coordinate and manage the tech team to execute all technology plans and related technological activities of the organization, as well as develop technological products and services for the organization.
- Develop consistent growth strategies, working in close collaboration with opportunity & Brand Manager, and Communication & Advocacy Manger to guarantee better results.

6. COMMUNICATION AND ADVOCACY MANAGER

The Communication and Advocacy manager shall report to the Director of Finance & Administration. This position shall be a part-time voluntary position, working at least 35hrs a week, with a permanent seat at the head office of GAICAM. The occupant may also work from anywhere in the world, if it won't affect the quality of information. He/she must be able to communicate ideas through text and image, using all the available social media platforms to communicate with different audiences, including funders, media houses, and other stakeholders. He/She shall;

- Develop, manage and monitor all GAICAM communications, as well as coordinate the overall internal and external communications of the organization



- He/She shall work in close collaboration with all heads of departments in order to effectively manage communication processes in the various departments.
- Create and review content for communication campaigns, social media channels, website, e-newsletter, internal communication channels, press and various print and publications materials. This includes copy-writing, translation and content editing support for all internal and external communications including promotional materials and digital content.
- Strategize the designs and delivery of media relative strategies and generate media coverage, handle press enquiries, support and build relationships with leading media houses and journalists from electronic, radio, print and online media.
- Draft corporate press statements, and guide staff on media interviews.
- Review internal communications content, promote blogs, best practice and impact stories on a range of platforms.
- Create an effective digital campaign to promote the GAICAM Brand, and serve as a special communication adviser to the top management.

7. GALEF PROGRAM MANAGER

The manager in charge of the GAICAM Annual Leadership & Entrepreneurial Fellowship (GALEF) shall report to the Director of Programs & Trainings. This position shall be a Full-time Voluntary position, working at least 35 hours a week. The occupant of this position shall ensure that the GAICAM Annual Fellowships remains one of the biggest and most impactful fellowships in Cameroon and across Africa. He/She shall;

- Source for local and international partnership to strengthen the core objectives of the annual fellowship, and guarantee the success of the fellowship.
- Constantly seek for better ways to improve on the fellowship brand, and the various ways through which the fellowship can be well structured to guarantee the best results.
- Conceive and propose new ideas that could be introduced to improve on the brand of the annual fellowship.
- Design the application forms, launch the fellowship call for applicants, solicit for trainers and venue, and coordinate the training in close collaboration with various departmental heads to guarantee the best in terms of impact and branding of the fellowship.

8. BRAND & OPPORTUNITY MANAGER

The Brand & Opportunity manager shall report to the Director of Finance & Administration. This position shall be a part-time Voluntary position, working at least 15hrs a week. The position does not require permanent seat at the head office of GAICAM, as such, the occupant may work from anywhere in the world, except otherwise. He/she must be able to constantly seek for opportunities for both the organization and her beneficiaries, as well as manage the brand of the organization. He/She shall;

- Source for local and international opportunities for the organization; including funding and scholarship opportunities.
- Constantly seek for better ways to improve on the GAICAM brand, and how various activities of the organization can be improved on.
- Conceive and propose all GAICAM brand designs, expressions and identity that better communicate the core purpose and values of the organization.
- Work very closely with all departmental heads in order to better manage and improve on the Brand of the organization.

GENERAL REQUIREMENTS

All top management volunteers;



- Must be ready to volunteer their gainful services to the organization, and work to the best of their abilities to help the organization attain her objectives.
- Must have the relative experience or knowledge in the position they wish to apply for; and in relation to the positions of the Directors and the technology & innovation manager, the applicants should have at least one year experience.
- Must have a strong communication skills, and possess leadership skills; be goal-oriented, flexible and creative under pressure.
- Must possess internet and computer skills, with a mastery of the various forms of today's technology.
- Must be social medial oriented, with an active social medial present, and ready to promote the image of the organization via his/her social media platforms.
- Must be fluent in English, while those with a bilingual background have an advantage.
- Must have the ability to understand, communicate and manage complex cross-functional issues; demonstrating an excellent interpersonal skills and the willingness to communicate with individuals at all levels.
- Must possess a strong ethical background, with an ability to manage confidential data.

All interested applicants should submit the following to team@gaicam.org

1. Handwritten of letter of interest (Cover letter)
2. Curriculum vitae (CV)
3. Motivation letter, stating:
 - Who they are (professional bio)
 - Why they want to volunteer with GAICAM
 - How they intend to assist GAICAM achieve her goals
 - Their most active Social Medial Link
4. Other necessary documents, if any.



TAMINANG Search
Executive Director, GAICAM

