

REPUBLIC OF CAMEROON

*Peace-Work-Fatherland*

MINISTRY OF FINANCES

IMPROVING PERFORMANCE, ACCOUNTABILITY AND  
TRANSPARENCY PROGRAM

COORDINATION PROGRAM UNIT



**WORLD BANK GROUP**  
THE WORLD BANK IFC MIGA

## CALL FOR APPLICATIONS

NO. 0000001 CFA/MINFI/PforR-IMPACT/UCP/SPM/2026 OF 24 FEB 2026

**FOR THE RECRUITMENT OF FOUR OPERATIONS ASSISTANTS, ONE ASSISTANT PROCUREMENT OFFICER, ONE SECRETARY, AND ONE LIAISON AND PHOTOCOPY MACHINE OPERATOR WITHIN THE COORDINATION UNIT OF THE *IMPROVING PERFORMANCE, ACCOUNTABILITY AND TRANSPARENCY PROGRAMME (PforR /IMPACT)***

### I. BACKGROUND

Public finance reform entered a new phase in 2025 with the implementation of the Strategic Plan for Public Finance Management Reforms (PSRGFP) for the 2024-2027 period. As a reminder, the development of this reform plan began in December 2022 with the launching of the third evaluation of the public finance management system using the PEFA methodology. The results showed a significant improvement in Cameroon's public finance management rating. Based on this, the post-PEFA reform plan was developed with the aim of making good use of the achievements of the previous reform which was, the Comprehensive Plan for Public Finance Management Reforms (PGRGFP), and addressing the shortcomings identified by the PEFA evaluation.

It was under this auspices that the PSRGFP (Strategic Plan for Public Finance Management Reform) was validated on 2<sup>nd</sup> October 2024, during the fifteenth session of the Steering Committee of the Public Finance Dialogue Platform (COFIL/PDFP), subject to certain amendments formulated during the proceedings. This new cycle of reforms consists in designing activities that could produce achievable results over a four-year period, that are concrete, have a perceptible impact on improving the quality of public finance management in Cameroon, and are measurable through performance indicators that reflect the medium-term effects of the reforms.

In this regard, it remains a priority to work towards establishing an effective public financial management (PFM) system that seeks to facilitate the implementation of government policies for Cameroon to become "*A country united in its diversity, democratic and emergent by 2035.*". Specifically, during the 2024-2027 period, focus will be on contributing to the implementation of reforms for an "*effective, responsible, and accountable financial governance across the entire territory, based on a high-performing integrated information system.*"

To achieve this, reform projects were scheduled by intervention area, each broken down into intervention components, actions to be implemented, and results to be achieved. More specifically, nearly one

hundred actions were identified and structured around 9 (nine) intervention areas, covering, in a more refined manner than in the past, all public finance issues, including those related to the sensitivity of public finances to gender and climate. Namely, these are:

- Priority Action 1, *Development of the State Budget*;
- Priority Action 2, *Mobilisation of State Budgetary Resources*;
- Priority Action 3, *Steering of State Budget Execution*;
- Priority Action 4, *Management of State budgetary risks*;
- Priority Action 5, *Public Procurement Management*;
- Priority Action 6, *Accountability, Control and External Audit of Public Finances*;
- Priority Action 7, *Climate Resilience and Gender Sensitivity of Public Finances*;
- Priority Action 8, *Optimization of GFP information systems*;
- Priority Action 9, *Governance and support for the reform of the GFP*.

Given the strategic and innovative nature of the reforms, collaboration between the Government of Cameroon and its Technical and Financial Partners remains essential for public finance reforms. It is within this framework the Improving Performance, Accountability, and Transparency Programme (IMPACT), financed by the World Bank, was established to support Cameroon's efforts in operationalizing the reforms by 2028.

Structured around the World Bank's financing mechanism called "*Program-for-Results*" ( PforR ), the equivalent of US \$ 300 million (over CFAF180 billion) will be mobilised to support the implementation of the PSRGFP through Financing Agreement No. 7720-CM of 15 June, 2025. In this regard, the World Bank's contribution to this operation is US\$ 200 million, including US\$ 20 million in Investment Project Financing (IPF), intended to strengthen the operational capacities of the reform implementation structures (SMOs), support Government's efforts in the interoperability of information systems, and support actions carried out by the Directorate General of the Budget (DGB) by establishing a Programme Coordination Unit (PCU) dedicated to coordinating the implementation of the programme with a robust monitoring/evaluation framework..

Based on this, Order No. 156/CAB/PM of 4 November 2025 on the creation, organisation and functioning of the PforR /IMPACT programme was signed by the Prime Minister, Head of Government, to organise the management and monitoring of this programme. In practical terms, the Ministry of Finance (MINFI), through the establishment of an inter-ministerial steering committee for the programme, is responsible for the overall coordination, supervision, and implementation of the PforR /IMPACT, in collaboration with the Ministry of Economy, Planning and Regional Development (MINEPAT). Consequently, this committee is tasked with assessing progress and providing recommendations as needed, with operational support from the Project Coordination Unit (PCU), attached to the Directorate of Financial Control (DREF) of the Directorate General of Budget (DGB).

In simple terms, the management and monitoring of PforR /IMPACT is as follows:

- **the Steering Committee (COFIL)** which will ensure that actions comply with the strategic objectives of the program, by promoting effective coordination and accountability between the SMOs;
- **The Programme Coordination Unit (PCU)**, attached to the DREF, will ensure the daily coordinations of actions carried out by SMOs as part of the implementation of the programme and will serve as technical secretariat to the Steering Committee; The PCU will be led by a team headed by a Coordinator.

The Programme Coordinator will be assisted by key staff, Operations Assistants, the Assistant Procurement Officer, and support staff. Key staff include:

- An Assistant Coordinator who will be responsible for the monitoring and evaluation of the programme;
- An Administrative and Financial Manager;
- A Procurement Specialist;
- An Environmental and Social Specialist;
- An Accountant.

As for the Operations Assistants, they are:

- 4 (four) Assistants to the Coordinator specifically responsible for issues regarding taxation, public accounting, budget management and information systems;
- and the Assistant Procurement Officer.

Finally, as concerns support staff, they include:

- 1 (one) secretary;
- 1 (one) liaison and photocopy machine operator;

## **II. PURPOSE OF THE CALL FOR APPLICATIONS**

This Call for Applications aims to pre-select candidates wishing to fill the positions of Assistants to the Coordinator who will be specifically responsible for issues regarding taxation, public accounting, budget management and information systems; and the positions of Assistant Procurement Officer as well as support staff within the Coordination Unit (PCU) of the Improving Performance, Accountability and Transparency (IMPACT).

## **III. FUNDING**

The services, which are the subject of this call for applications, will be financed by Financing Agreement No. 7720-CM between the Republic of Cameroon and the International Development Association (IDA) of the World Bank, which was concluded on June 15, 2025.

## **IV. SCOPE OF SERVICES**

### **A. Duties of the 4 (four) Operations Assistants**

The main mission of Operations Assistants is to support the Programme Coordinator and his Assistant in carrying out their duties. Specifically, they will be responsible for coordinating the development of the activity programme, monitoring the implementation of activities, and evaluating programme results related to taxation, public accounting, budget management, and information systems. They will work close collaboration with other experts from the Programme Coordination Unit (PCU) and the focal points of beneficiaries of activities of the programme.



## 1. Assistant Tax Officer

### *i. Services to be provided*

The Assistant Tax Officer will be responsible for ensuring the proper functioning of the monitoring and evaluation system implemented by the PCU to track and assess the progress and performance of the programme under the Directorate General of Taxation (DGI). More specifically, their role will primarily involve ensuring the smooth execution of tasks contributing to the achievement of disbursement-related indicators for which the DGI is the implementing body. To this end, they shall, among other duties:

- Collect, type and analyse quantitative and qualitative information on activities of the programme; consult and question, where appropriate, the data provided by the DGI in order to reduce the risks of rejection or non-compliance during independent verifications of disbursements-related indicators;
- Coordinate the process of collecting and compiling data of the programme, provided by the DGI;
- To provide direct or, where appropriate, technical assistance to services of the DGI, involved in the implementation of the programme performance indicators;
- Propose the initiation of follow-up surveys and evaluation studies of the DGI's work set out in the programme;
- Review the draft terms of reference for the baseline studies, mid-term review and final evaluation of the impact of results of the programme under the DGI;
- Analyze, measure and interpret the discrepancies between the forecasts and the achievements of the activities included in the programme and propose to the Coordinator, actions likely to better promote the achievement of the programme objectives (set out in the logical framework);
- Inform the Coordinator of the PCU about any significant discrepancies between actual and expected performance;
- Organise reflection and exchange meetings between stakeholders and beneficiaries of the Programme on the experiences gained and workshops relating to the implementation review;
- Prepare draft periodic reports (quarterly, semi-annual and annual) on activities under the DGI and submit them to the Coordinator of the PCU;
- Take part in mid-term supervision and review missions and final programme evaluation based on performance indicators relevant to the DGI;
- Contribute to the drafting of the annual and programme completion reports;
- To propose and implement an effective system and tools for developing the activity programme and annual budget;
- Ensure compliance with the schedule for developing the activity programme;
- Prepare, in collaboration with other specialists (RAF, Prime Minister's Office, SES, Accountant) and focal points, periodic review and planning workshops, meetings of programme bodies (steering committee, PCU, etc.);
- Master the structure, tools and all the functionalities of the programme monitoring and evaluation framework as recommended in the POM;
- Supervise the updating of performance indicators to be monitored throughout the programme execution period;

- Coordinate the improvement of the PforR /IMPACT monitoring and evaluation system and ensure its effectiveness in meeting the requirements of the Government and the World Bank;

*ii. Qualifications and experience*

a) Training

- Be holder of a University degree (Advanced Level+4) or a certificate of professional training in taxation, accounting-finance, law and legal sciences or in a similar discipline.

b) Experience

- Have a minimum of 5 years of professional experience in the State tax assessment services (DGI) or in a private structure specialised in taxation;
- Having experience in conducting tax audits would be an asset;
- Have an excellent knowledge of the tax and accounting legislation applicable in Cameroon, in particular the General Tax Code;
- Master the environment of the main information systems involved in taxation (HARMONY, CAMCIS, SYSCOHADA REVISE, SAGE SAARI, GESCOM, etc.);
- Having a good understanding of the project cycle (formulation, supervision, self-assessment by beneficiaries, mid-term evaluation, and final evaluation);

c) Other requirements

- Possess at least 5 (five) years of field experience in monitoring and evaluation of development projects/programmes;
- Be capable of drafting technical reports that can be used by donors and development partners;
- Having a good knowledge of commonly used software applications such as (Word, Excel, PowerPoint, Access, etc.), and of information systems of the national tax system;
- Have organisational, analytical, synthesis and report writing skills;
- Have a sense of initiative and anticipation;
- Be able to work in a team;
- Having a sense of communication;
- Have a sense of objective criticism;
- Be able to travel extensively in the field.

**The Operations Assistant must be available to begin work within 30 days following the date of signature of the contract.**

**2. Assistant Public Accountant**

*i. Services to be provided*

The Assistant Public Accountant will be responsible for ensuring the proper functioning of the monitoring and evaluation system that the PCU implements to track and evaluate the progress and performance of the programme related to disbursement indicators involving the Directorate General of the Treasury. Their specific tasks will include:



- Collect, capture and analyze quantitative and qualitative information on programme activities while ensuring the quality of data relating to disbursement indicators involving the Directorate General of the Treasury in order to verify the achievement of performance indicators;
- Coordinate the process of collecting and compiling programme data relating to disbursement indicators involving the Directorate General of the Treasury;
- Conduct periodic visits to the services of the DGTCFM and the MINSANTE involved in the implementation of the programme performance indicators to collect information, both related to planned activities and their opinions/perceptions regarding the programme performance;
- To provide, as much as possible, technical support to the services of the DGTCFM and the MINSANTE involved in the implementation of the programme performance indicators;
- Propose the initiation of follow-up surveys and evaluation studies of the work relating to disbursement indicators involving the Directorate General of the Treasury in the programme;
- Develop and/or propose draft terms of reference for studies for the baseline situation, mid-term review and final impact assessment of results relating to disbursement indicators involving the Directorate General of the Treasury;
- Analyse, measure and interpret the discrepancies between forecasts and the implementation of activities included in the programme and propose actions likely to better promote the achievement of the programme objectives (as outlined in the logical framework);
- Inform the Coordinator of the PCU of any significant discrepancies between actual and expected performances;
- Organise reflection meetings and exchanges between stakeholders and beneficiaries of the Programme on the experiences gained and implementation review workshops.
- Prepare draft periodic reports (quarterly, semi-annual and annual) on activities related to accounting and treasury management and submit them to the Coordinator of the PCU for approval;
- Participate in mid-term supervision and review missions and final evaluation of the programme with regard to performance indicators involving the DGTCFM and MINSANTE;
- To provide, in conjunction with all PCU staff, all necessary assistance to the missions of the State control bodies and to independent audit missions;
- Contribute to the drafting of the programme completion report.
- To propose and implement an effective system and tools for developing the activity programme and the annual budget;
- Organise and supervise the process of preparing a draft programme of activities;
- Ensure compliance with the timeline for activity programme development;
- Prepare, in collaboration with other specialists (RAF, RPM) and focal points, periodic review and planning workshops, meetings of programme bodies (steering committee, PCU, etc.);
- Master the structure, tools and all the functionalities of the programme monitoring and evaluation framework as developed in the POM;
- Supervise the updating of performance indicators to be monitored throughout the programme execution period;

- Coordinate the improvement of the programme's monitoring and evaluation system and ensure its effectiveness in meeting the requirements of the Government and of the World Bank;

*ii. Qualifications and experience*

a) Training

- Be holder of a University Degree (Advanced Level +4) or a certificate of professional training in Economics, Accounting and Finance, Law and Legal Sciences or in a similar discipline.

b) Experience

- Have a minimum of 5 years of professional experience in services of ministries, public institutions or Regional and Local Authorities responsible for maintaining public accounts;
- Have an excellent knowledge of Accounting legislation and regulations applicable to public administrations in Cameroon, in particular the General Rules and Regulations Governing Public Accounting;
- Have proven experience in accounting for transactions based on accrued rights in the public sector;
- Have proven experience in the practice of financial and accounting operations resulting from the execution of public entity budgets between the authorizing officer, the financial controller and the public accountant;
- Master the environment of the main information systems involved in the activity of public accountants (PATRIMONY, CADRE, PROBMIS, SYSTAC, etc.);
- Having a good knowledge of the reform of public accounting, particularly with regard to asset accounting;
- Having a good knowledge of the project cycle (formulation, supervision, self-assessment by beneficiaries, mid-term evaluation, and final evaluation);

c) Other requirements

- Have experience in implementing projects funded by the World Bank or other donors would be an advantage;
- Have at least a 5 (five) years field experience in Monitoring and Evaluation of Development Projects / Programmes;
- Be able to draft technical reports that can be used by donors and development partners;
- Have a good knowledge of commonly used software applications such as (Word, Excel, PowerPoint, Access, etc.), geographic information systems and monitoring and evaluation software;
- Have organisational, analytical, synthesis and report writing skills;
- Having a sense of initiative and anticipation;
- Be able to work in a team;
- Have a sense of communication;
- Have a sense of objective criticism;
- Be able to travel extensively in the field.

**The Assistant Public Accounting must be available to start work within 30 days after the date of signature of the contract.**

### **3. Budget Management Assistant**

#### *i. Services to be provided*

The Budget Management Assistant will be responsible for ensuring the proper functioning of the monitoring and evaluation system that the PCU implements to track and evaluate the progress and performance of the programme under the Directorate General of the Budget (DGB). Among other duties, they shall:

- Collect, type and analyse quantitative and qualitative information on activities of the programme while ensuring the quality of data on disbursement indicators involving the Directorate General of the Budget in order to verify whether performance indicators have been achieved;
- Coordinate the process of collecting and compiling data on disbursement indicators from the DGB;
- Conduct periodic visits to services of DGB involved in the implementation of the programme performance indicators for data collection, both those related to the planned activities and those about their opinions/perceptions regarding the performance of the programme;
- To provide, as much as possible, technical support to services of the DGB involved in the implementation of the programme performance indicators;
- Propose the initiation of follow-up surveys and evaluation studies of activities related to disbursement indicators involving the DGB set out in the programme;
- Develop and/or propose draft terms of reference for baseline studies, mid-term review and final impact assessment of programme results involving the Directorate General of Budget (DGB);
- Analyse, measure and interpret the discrepancies between forecasts and the implementation of activities included in the programme and propose actions likely to better promote the achievement of objectives of the programme (as outlined in the logical framework);
- Inform the Coordinator of the PCU of any significant discrepancies between actual and expected performances;
- Organise reflection meetings and exchanges between stakeholders and beneficiaries of the Programme on the experiences gained, and implementation review workshops on disbursement indicators involving the Directorate General of Budget;
- Prepare draft periodic reports (quarterly, semi-annual and annual) on activities related to disbursement indicators involving the Directorate General of the Budget and submit them to the Coordinator of the PCU for approval;
- Take part in mid-term supervision and review missions and final evaluation of the programme with regard to disbursement indicators involving the Directorate General of the Budget;
- Provide, in conjunction with all PCU staff, all necessary assistance to the State Auditors and to Independent Verification Agents;
- Contribute to the drafting of the programme completion report;

- Propose and implement an effective system and tools for developing the activity programme and annual budget;
- Organise and supervise the process of preparing the draft programme of activities;
- Ensure compliance with the timeline for implementation of the activity programme;
- Prepare, in collaboration with other specialists (RAF, Prime Minister's Office, SES, Accountant) and focal points, periodic review and planning workshops, meetings of programme bodies (steering committee, PCU, etc.);
- Master the structure, tools and all the functionalities of the programme's monitoring and evaluation framework as developed in the POM;
- Supervise the updating of performance indicators to be monitored throughout the programme's execution period;
- Coordinate the improvement of the programme's monitoring and evaluation system and ensure its effectiveness in meeting the requirements of the Government and of the World Bank;

*ii. Qualifications and experience*

a) Training

- Be holder of a University Degree (Advanced Level +4) or a certificate of professional training in Economics, Accounting and Finance, Law and Legal Sciences or in a similar discipline.

b) Experience

- Have a minimum of 5 years professional experience in services of ministries, public institutions or Regional and Local Authorities responsible for the commitment, liquidation and authorisation of public expenditures;
- Having an excellent knowledge of the legislation and budgetary regulations applicable to public administrations in Cameroon, in particular the Financial System of the State and Other Public Entities (2018), the State's Budgetary Nomenclature (2019), the General Regulations Governing Public Accounting (2020) or Circular Letters of the Minister of Finance on the execution of finance laws;
- Have proven experience in the practical aspects of budgetary operations resulting from the execution of public entity budgets between the authorising officer, the financial controller and the public accountant;
- Master the environment of the main information systems involved in budgetary activity (PATRIMONY, CADRE, PROBMIS, etc.) of ministries, public institutions or Regional and Local Authorities;
- Having good knowledge of the reform brought about by the laws of July 2017 concerning the status of public establishments and enterprises would be an advantage;
- Having a good knowledge of the collaboration between public institutions and companies with their financial and technical supervisory bodies would be an advantage;
- Master the project cycle (formulation, supervision, self-assessment by beneficiaries, mid-term evaluation, and final evaluation);



#### c) Other requirements

- Having a good mastery of performance criteria, rules and procedures of the World Bank or other donors in terms of monitoring and evaluation would be highly valued;
- Having experience in implementing projects and programmes funded by the World Bank or other donors would be highly valued;
- Have at least a 5 (five) years field experience in Monitoring and Evaluation of Development Projects / Programmes;
- Be able to draft technical reports that can be used by donors and development partners;
- Have a good knowledge of commonly used software applications such as (Word, Excel, PowerPoint, Access, etc.), geographic information systems and monitoring and evaluation software;
- Have organisational, analytical, synthesis and report writing skills;
- Have a sense of initiative and anticipation;
- Be able to work in a team;
- Have a sense of communication;
- Have a sense of objective criticism;
- Be able to travel extensively in the field.

**The Budget Management Assistant must be available to begin work within 30 days after the date of signature of the contract.**

#### **4. Information Systems and Monitoring & Evaluation Assistant**

##### *i. Services to be provided*

The Information Systems Assistant will be responsible, firstly, for the proper functioning of the various information systems operated by the PCU and, secondly, for the implementation of monitoring and evaluation mechanisms for the programme's progress and performance with regard to disbursement indicators based on information systems used in public financial management, particularly their interoperability (indicator 3.2). Among other duties, they shall:

- Collect, type and analyse quantitative and qualitative information on activities of the programme while ensuring the quality of data on disbursement indicators involving the Directorate General of the Budget in order to verify whether performance indicators have been achieved;
- Coordinate the process of collecting and compiling data on disbursement indicators from the DGB;
- Conduct periodic visits to services of DGB involved in the implementation of the programme performance indicators for data collection, both those related to the planned activities and those about their opinions/perceptions regarding the performance of the programme;
- To provide, as much as possible, technical support to services of the DGB involved in the implementation of the programme's performance indicators;
- Propose the initiation of follow-up surveys and evaluation studies of activities related to disbursement indicators involving the DGB set out in the programme;

- Develop and/or propose draft terms of reference for baseline studies, mid-term review and final impact assessment of programme results involving the Directorate General of Budget (DGB);
- Analyse, measure and interpret the discrepancies between forecasts and the implementation of activities included in the programme and propose actions likely to better promote the achievement of the programme's objectives (as outlined in the logical framework);
- Inform the Coordinator of the PCU of any significant discrepancies between actual and expected performances;
- Organise reflection meetings and exchanges between stakeholders and beneficiaries of the Programme on the experiences gained, and implementation review workshops on disbursement indicators involving the Directorate General of Budget;
- Prepare draft periodic reports (quarterly, semi-annual and annual) on activities related to disbursement indicators involving the Directorate General of the Budget and submit them to the Coordinator of the PCU for approval;
- Take part in mid-term supervision and review missions and final evaluation of the programme with regard to disbursement indicators involving the Directorate General of the Budget;
- Provide, in conjunction with all PCU staff, all necessary assistance to the State Auditors and to Independent Verification Agents;
- Contribute to the drafting of the programme completion report;
- Propose and implement an effective system and tools for developing the activity programme and annual budget;
- Organise and supervise the process of preparing the draft programme of activities;
- Ensure compliance with the timeline for implementation of the activity programme;
- Prepare, in collaboration with other specialists (RAF, Prime Minister's Office, SES, Accountant) and focal points, periodic review and planning workshops, meetings of programme bodies (steering committee, PCU, etc.);
- Master the structure, tools and all the functionalities of the programme's monitoring and evaluation framework as developed in the POM;
- Contribute to updating the performance indicators to be monitored throughout the programme's execution period in the area of information systems;
- Contribute to improving the programme's monitoring and evaluation system and ensure its effectiveness in meeting the requirements of the Government and of the World Bank;
- Assist in the implementation of data collection, analysis and dissemination of information from the PCU in close collaboration with the Coordinator;
- Perform and coordinate data entry activities from the operation of the PCU in order to ensure the relevance and integrity of the data;
- Ensure data management, coding, storage, processing and transfer, as well as the processing and support for the analysis of data and information from the operation of the PCU;
- Assist in the design, development and maintenance of databases for the operation of the PCU;



- Assist in the development of data collection tools and statistical reports;
- Assist the Coordinator in the preparation and development of analytical tools and reports on displacement trends, needs assessments and activities of the programme using the various programme databases;
- Ensure compliance with the World Bank's data protection policy;
- Perform any other tasks that may be assigned.

*ii. Qualifications and experience*

a) Training

- Be holder of a University Degree (Advanced Level+4) or a certificate of professional training in Computer Science and Telecommunications, Software Engineering and Statistics or in a similar field.

b) Experience

- Have a minimum of 5 years professional experience in the field of information systems;
- Have an excellent knowledge of the legislation and regulations governing information systems in Cameroon;
- Have proven experience in the practical aspects of budgetary operations resulting from the execution of public entity budgets between the authorising officer, the financial controller and the public accountant via information systems;
- Mastering the environment of the main Operating Systems (Windows, Windows Server, Linux, Mac OS);
- Master the environment of the main programming languages (C, Java, HTML, CSS, PHP, JavaScript, Visual Basic, Bash, etc.);
- Master the environment of the main technologies such as Java EE, JPA, Spring MVC, Spring Security, JavaServer Faces, PrimeFaces, etc.;
- Mastering the project cycle (formulation, supervision, self-assessment by beneficiaries, mid-term evaluation, and final evaluation);

c) Other requirements

- Having a good mastery of the performance criteria, monitoring and evaluation rules and procedures of the World Bank or other donors would be highly valued.
- Having experience in implementing projects funded by the World Bank or other donors would be highly valued;
- Have at least 5 (five) years field experience in Monitoring and Evaluation of Development Projects/Programmes;
- Be able to draft technical reports that can be used by donors and development partners;
- Have a good knowledge of commonly used software applications such as (Word, Excel, PowerPoint, Access, etc.), geographic information systems and monitoring and evaluation software;

- Have organisational, analytical, synthesis, and report-writing skills;
- Have a sense of initiative and anticipation;
- Be able to work in a team;
- Have a sense of communication;
- Have a sense of objective criticism;
- Be able to travel extensively in the field.

The Information Systems Assistant must be available to begin work as soon as the contract is signed.

## **B. Duties of the Assistant Procurement Officer**

### **1. Description of tasks**

The Assistant Procurement Officer works in close collaboration with all units involved in the implementation of the programme. They will assist and advise officials in charge of implementing activities of the programme on procurement matters under the supervision of the Procurement Officer. The Assistant Procurement Officer shall:

- Assist in updating data for the PMU procurement plan,
- Assist in preparing tender documents for works or supplies, and requests for proposals for consultant services, and finalise them.
- Ensure that these files comply with the observations of the various procurement committees concerned and the PTF, and in compliance with the provisions of the credit agreement;
- Assist in updating general procurement notices, prepare specific notices of calls for tenders for works and supplies, as well as Calls for Expressions of Interest for consultant services, and ensure their publication;
- Check the quality of the terms of reference and technical specifications;
- Attend all bid opening sessions as an observer and be part of the PTF/MO team called upon to participate in the evaluation of bids;
- Assist the Procurement Officer in complying with the implementation of procurement procedures;
- Participate in works relating to the Bank's supervisory missions;
- Assist in the preparation and finalisation of contracts. Ensure that they are validated, reviewed, signed, approved and notified as soon as possible;
- Contribute to the development and updating of the detailed and quantified list of planned acquisitions of goods and services under the PTF/MO financing;
- Ensure that work orders to begin work or services are established and notified;
- Contribute to keeping up-to-date the detailed and quantified list of planned acquisitions of goods and services under the PTF/MO financing;



- Contribute to the monthly production of the situation of contracts, contribute quarterly to the procurement aspects and the Financial Monitoring Report and contribute semi-annually to the production of the activity report;
- Ensure that the results of calls for tenders are published within the prescribed time limits after the contracts have been awarded;
- Ensure that bid evaluation reports receive the necessary approvals from the Competent members of the Administration before seeking the opinion of the relevant donor;
- Ensure that market commitments are systematically reflected in the information system and communicated to the Administrative and Financial Manager and to the Accountant;
- Contribute to building the capacity of the PTF/MO team and other beneficiaries involved in the project, on fundamental procurement concepts;
- Contribute to the implementation and updating of an archiving system including all the documents necessary for the ex post review of auditors and supervisory missions;
- Perform tasks similar to those of the Procurement Officer with regard to the PTF, particularly with regard to archiving files and keeping up-to-date the status of the Procurement of all contracts and Procurement;
- Contribute to updating the STEP;
- Follow up on procurement correspondence and files for the entire PTF/MO;
- Contribute to monitoring the codification of contracts, markets and various consultations (Tender File/Request for Quotation/Requests for Proposals);
- Maintain up-to-date monitoring of the performance of the activities of the Special Commission and sub-commissions;
- Any other task assigned by the Procurement Officer or the Programme Coordinator.

## 2. Incompatible tasks and prohibited actions

Any external service provided by the Assistant Procurement Officer must receive prior authorization and will be without additional remuneration provided that the Assistant has a full-time contract (1000/0) at the PCU.

## 3. Qualifications and experience

### *i. Training*

Be holder of at least a University Degree (Advanced Level+3) or a certificate of professional training in Procurement, Law, Administration, Trade, Finance, Management, Economics, or a related field.

### *ii. Experience*

- Have at least 2 (two ) years professional experience in Procurement;
- Have at least 1 (one) year professional experience in procurement following the procurement procedures applicable within the framework of development projects financed by Multilateral Donors (WB, AfDB, IFAD, etc.);
- Have perfect command of French or English and a good knowledge of the other language.
- Be able to work in a team;

*iii.Added Advantage*

- Be trained in the field of Procurement according to the procedures of Multilateral Development Banks;

The Assistant Procurement Officer must be available to start work as soon as the contract is signed.

## C. JOB DESCRIPTIONS FOR SUPPORT STAFF

### 1. Secretary

#### *i.Services to be provided*

Reporting to the Programme Coordinator, the Executive Secretary is responsible for providing daily administrative support to the Project Coordination Unit. As main tasks, they shall:

- Manage the secretariat of the Coordinator and other members of the PCU;
- Provide in-person and telephone reception, direct callers and filter requests according to priority level;
- Manage the Coordinator's agenda, schedule appointments, organise travel and anticipate on schedule constraints;
- Prepare meetings (invitations, agenda, files) and monitor the implementation of decisions;
- Classify and archive documents (physical and digital), ensure version traceability and secure access to sensitive information;
- Centralise the mail circuit (incoming/outgoing), register documents, follow up on expected contributions and monitor deadlines;
- Produce tracking spreadsheets (mail, activities, meetings), update contact directories and document actions taken;
- Coordinate with technical and support teams, facilitate the flow of information and streamline the transmission of instructions;
- Ensure the smooth flow of administrative information within the PCU.

#### *ii.Qualifications and experience*

##### a) Training

Be holder of at least an Advanced Level+2 diploma or a certificate of professional training in Office Automation, Executive Assistance, Business Administration or equivalent.

##### b) Experience

- Have proven professional experience of at least 4 (four ) years in a similar position;
- Preferably, must have experience in a development project or a public or semi-public administration.

##### c) Other requirements

- Demonstrate discretion and a strong sense of confidentiality, particularly regarding strategic and personal information;



15

- Adopt a professional, courteous and firm posture, including in situations of pressure or frequent interruptions;
- Demonstrate great rigour, prioritising accuracy, traceability and document compliance;
- Prioritise with discernment, weighing urgency, importance and institutional constraints;
- Anticipate on the Coordinator's needs by identifying obstacles and proposing practical solutions;
- Communicate clearly and with diplomacy, while preserving the quality of the relationship with internal and external partners;
- Adapt quickly to unforeseen events, schedule changes and last-minute requests;
- Work with a service-oriented mindset, while maintaining focus on results and quality;
- Master office software tools (Word, Excel, PowerPoint, Outlook, etc.) in order to design formatted texts, spreadsheets, or concise presentations;
- Have excellent written and oral communication skills in French and English;
- Be able to manage multiple tasks simultaneously in a demanding environment.

## **2. Liaison and Photocopy Machine Operator**

### *i. Services to be provided*

Reporting to the Administrative and Financial Manager, the mission/tasks of the Liaison Officer are to:

- Ensure administrative liaison, submit correspondence and follow up on acknowledgments of receipt with the relevant services;
- Forward files to the targeted contacts, check the completeness of the documents and report any missing items before submission;
- Manage the mail circuit, record entries/exits and maintain a reliable traceability register;
- Reproduce documents (printing, photocopying, scanning), assemble and bind files according to required standards;
- Format simple documents, check readability and verify version conformity before distribution;
- Maintain photocopy equipment, perform first-level maintenance and report breakdowns with accuracy;
- Manage stocks of stationeries, anticipate on shortages and supply according to planned needs.
- Supporting the logistical organisation of meetings (prepare meeting documents, badges, attendance sheets), distribute documents and collect attendance sheets;
- Ensure liaison between the project team and the various administrations or implementation structures;
- Assist the secretary in maintaining the registers of incoming and outgoing mail;
- Assist the PCU in all document reproduction work;
- Distribute mail in the cities of Yaoundé and, if necessary, wherever else it may be needed;
- Collect and forward to the Coordinator's assistant all correspondence intended for the project;

- Perform service errands;
- Perform any other tasks pertaining to the duties assigned to them by the hierarchy;

*ii. Qualifications and experience*

a) Training

Be holder of an Advanced Level diploma or a certificate of professional training in Logistics, Administration, Management, or in a technical field related to the printing and reproduction of documents or in a similar field.

b) Experience

- Have proven experience at least 2 (two) years in a similar position;
- Must have worked preferably in the private sector, in a development project or in a public or semi-public administration.

c) Other requirements

- Be holder of a Category A driver's licence;
- Strictly respect the confidentiality of the documents handled, avoiding any unauthorised reproduction or distribution.
- Demonstrate punctuality and reliability, ensuring the delivery of files within institutional deadlines.
- Be careful and methodical, reducing version, formatting and classification errors.
- Remain available and responsive, especially during peak activity periods (workshops, missions, and validation sessions).
- Maintain courteous working relationships, facilitating access to services without conflict or tension.
- Maintain a solution-oriented attitude, by proposing alternatives in case of breakdown or logistical constraints;
- Adapt to administrative processes, including understanding signature levels, deadlines and practices.
- Working with a sense of service, effectively supporting operational teams.



## D. APPLICATION FILE.

The application file must include:

- A cover letter addressed to the Coordinator of the Improving Performance, Accountability and Transparency Programme ( PforR /IMPACT) Coordination Unit;
- A curriculum vitae dated and signed by the candidate, indicating their academic and professional qualifications, highlighting their technical skills in the field applied for, accompanied by all supporting documents for experience in the targeted area of expertise;
- Copies of diplomas, certificates or attestations in the field(s) applied for that are relevant to the position;
- A copy of the National Identity Card.

The Coordination Unit of the Improving Performance, Accountability, and Transparency (PforR /IMPACT) Programme reserves the right to verify the accuracy of the information provided and the authenticity of the documents submitted. Any false statement shall result in the disqualification of the candidate concerned. Similarly, candidates' prior performance in World Bank-funded projects will be taken into account when evaluating applications.

Application files must be submitted:

- At the 1st <sup>floor</sup> of the annex building of the Directorate General of the Budget of the Ministry of Finance located at Quartier FOUDA, about 200 meters from the TOTAL fuelling station, in 5 (five) copies corresponding to the position being applied for (1 original and 4 copies), to the Coordination Unit of the of the for Improving Performance, Accountability and Transparency Programme ( PforR /IMPACT) Coordination Unit;
- Or by email to Appel\_PforR@rpf.cm with a copy to jeannehortensemayi@gmail.com, Tel: 692 86 59 24, no later than 06 MARS 2026 2026 at 03 p.m., local time, with the following subject line:

### CALL FOR APPLICATIONS

No. 00000001/CFA/MINFI/ PforR -IMPACT/UCP/SPM/2026 OF CA FFV 2026

**FOR THE RECRUITMENT OF FOUR OPERATIONS ASSISTANTS, ONE ASSISTANT PROCUREMENT OFFICER, ONE SECRETARY, AND ONE LIAISON AND PHOTOCOPY MACHINE OPERATOR WITHIN THE COORDINATION UNIT OF THE IMPROVING PERFORMANCE, ACCOUNTABILITY AND TRANSPARENCY PROGRAMME ( PforR / IMPACT)**

#### 1. Selection procedures

Selection will be done in 2 (two) phases:

- A pre-selection phase that consists in establishing a shortlist of the candidates most qualified for recruitment based on the review of the applications received;
- A selection phase involving interviews with shortlisted candidates approved by the World Bank to determine the candidate to be retained for each position.

Following the World Bank's no-objection notice on the selection report, candidates selected for each position will be invited to negotiations for the signing of the employment contract. Only selected candidates will be contacted.

## 2. Contract duration

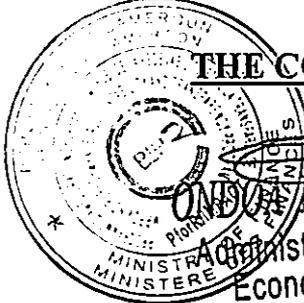
The duration of the contracts of the selected candidates will be 2 (two) years renewable.

However, the contract could be cancelled, after performance evaluation and consultations between the World Bank and the Ministry of Finance, in accordance with Decree No. 110/CAB/PM of 6 October 2023, to lay down the conditions for categorization, compensation methods and grant of benefits to staff of the Programme and Development Project Management Units.

Yaounde, 24 FEV 2026

**Copies to:**

- MINFI;
- ARMP;
- WORLD BANK;
- SOPECAM;
- BILLBOARDS;
- RECORDS;
- ARCHIVES.

**THE COORDINATOR**  
*Frederic Jean Marie*  
Administrateur Civil, Option  
Economie et Finances

