

Job Title: National Coordinator for Cameroon  
Project Title: Mobilizing Cooperatives and Community-Based Organizations in the fight against HIV-AIDS.  
Grade Level: NO.A  
Duration: One Year Renewable  
Duty Station: Yaounde, Cameroun.  
Deadline for Application: **05 Avril 2007**

### General Information

The National Coordinator will work in the ILO Sub Regional Office in Yaounde under the administrative and financial responsibility of the Director, and will be responsible for the day to day administrative and financial work of the project.

He/she will be responsible for the implementation of project activities in Cameroon as described in the project document (outputs 5, 7 and 8) under the supervision of the ILO Specialist in Cooperatives and in close collaboration with the NPC of the ILO/USDOL workplace education programme and the HIV/AIDS focal point for the region.

### Tasks

- Conduct a baseline survey in the selected zone of intervention (criteria to be defined with the respective units);
- Organize a national conference on the role of cooperatives in poverty reduction and HIV-AIDS mitigation in Cameroon;
- Assess the training needs organize training of master trainers and of cooperative members, leaders and promoters in the field of HIV-AIDS, in collaboration with cooperative training institutions;
- Adapt and translate the existing guide on HIV-AIDS for cooperative board members to the situation in Cameroon;
- Conduct a resource analysis of national cooperative apex organizations to explore the organizations' capacities to implement an awareness campaign with the aim of educating and informing workers and their families about HIV-AIDS transmission, access to treatment and VCT.
- Develop or adapt training material for cooperative institutions and informal economy workers in answering challenges faced by workers because of HIV/AIDS in Cameroon;
- Raise awareness about the impact of HIV/AIDS on cooperatives, and informal economy workers (more particularly on issues faced by women);
- Identify training needs and conducting training sessions and workshops to upgrade skills and competences of cooperatives, on the mechanisms, strategies and programs related to HIV/AIDS in Cameroon;
- Create network and information exchange mechanisms among informal workers, their associations (if applicable) and cooperatives operating in the communities at regional and inter-regional levels.

Other tasks may be added in consultation with all parties concerned, in particular regarding fund raising activities.

**Qualifications and Experience required**

1. University degree in business administration, socio-economic sciences, or related domains;
2. At least five years practical work experience in cooperative development, community development, or local economic development;
3. Thorough knowledge of the Cameroon movement of cooperatives and similar community-based organizations;
4. Intimate knowledge of the Cameroonian strategies and institutions dealing with the HIV-AIDS pandemic;
5. Perfect knowledge of French and English.

Applications and CV's should be sent to the following address; Sub Regional Office of ILO for Central Africa situated at the Former SOTUC head quarters at Nlongkak. B P 13 Yaounde, Tel: 220 50 44 / 221 51 81.( [www.ilo.org/yaounde](http://www.ilo.org/yaounde)).

***A more detailed version of the Job Description can be consulted at the ILO Office.***