

CALL FOR APPLICATIONS

Post	Project Coordinator
Department	Project Management
Location	CRID, Yaoundé, Cameroon
Contract	Full-time, Fixed Term – 3 years
Report to	Project Co-Lead
Project Background:	<p>This project is multidisciplinary project including a a large-scale cluster randomised controlled trial (cRCT) conducted in Cameroon to evaluate the impact of spatial repellents (SR) on malaria transmission and insecticide resistance, compared to dual-active ingredient long-lasting insecticide-treated nets (LLINs). Funded by Unitaid, the trial integrates diverse research components including epidemiology, entomology, modelling, social science, and cost-effectiveness analysis.</p> <p>The project is being implemented in collaboration with the National Malaria Control Programme (NMCP) and esteemed international institutions such as the Liverpool School of Tropical Medicine (LSTM) and the London School of Hygiene and Tropical Medicine (LSHTM). Timely and efficient project coordination is essential to ensure smooth implementation across all components and partners.</p>
Job Purpose	<p>The Project Coordinator will support the Senior Project Manager in planning, coordinating, and implementing project activities. The role ensures smooth and timely execution of operational, administrative, and technical processes across project sites and teams. The Project Coordinator will act as a liaison among field teams, partners, stakeholders, and management to ensure that project objectives are met in line with donor and institutional requirements.</p>

Main Duties & Responsibilities

Coordinate activities across multi-disciplinary project teams (epidemiology, entomology, modelling, social science, cost-effectiveness, and field staff).



Support communication and collaboration between HQ, field teams, and external partners.
Organize and document team meetings, workshops, and trainings.
Assist in the development and monitoring of project work plans, timelines, and deliverables.
Mobilize logistics and resources for smooth field operations and training events.
Track milestones and prepare progress updates and internal reports.
Draft and compile communication materials such as briefing notes and presentations.
Support the documentation of lessons learned and best practices.
Assist in preparing budget forecasts and monitor project expenditures.
Ensure compliance with administrative, procurement, and financial procedures.
Maintain accurate project documentation and correspondence.
Liaise with consultants, contractors, and service providers as needed.
Support internal capacity building for project staff and partners.
Represent the project in internal or external meetings when delegated.

Qualifications, Skills, and Experience:

Essential

- Bachelor's degree in Project Management, Public Health, Development Studies, Business Administration, or related field (Master's preferred).
- Minimum of 2–3 years' experience in project coordination, ideally in health research or NGO sector.
- Good understanding of project cycle management and donor-funded project frameworks.
- Strong organizational, planning, and multitasking abilities.
- Excellent communication skills in English and intermediate knowledge of French.
- Proficient in Microsoft Office and project management tools.

Desirable



- Experience coordinating multi-partner or international research collaborations.
- Familiarity with health research ethics, protocols, and reporting.
- Knowledge of malaria control programmes or public health project implementation.

Benefits

- Competitive salary commensurate with experience and qualifications.
- Comprehensive health insurance package.
- Access to professional development and training.
- Participation in international research collaborations and workshops.
- Inclusive and collaborative work environment.

APPLICATION INSTRUCTIONS

Applicants must submit the following documents as a single PDF

A cover letter outlining relevant experience and motivation for the position.

A curriculum vitae (max. 3 pages).

Copies of Certificates and transcripts.

Contact information for two professional referees.

Working conditions	Full time, 40 hours per week.
	Contract Duration: Fixed term of 03 years
How to Apply	Click on this link to apply: https://forms.gle/d8fx5P9Zn6EVJuH69
Deadline for applications	15 September 2025



Note:

- Applications from **women** are strongly encouraged.
- Only shortlisted candidates will be contacted.