



**Kamerunische Gemeinschaft in Deutschland e.V Cameroun**  
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**KAGEDEV Cameroon** is the national representative of Kagedev e.V. in Cameroon. It is a non-governmental organization promoting access to education and training in Cameroon. In addition to its own initiatives, KAGEDEV Cameroon supports local players in Cameroon in the design, development and implementation of education projects. The aim is to empower people (communities, parents, teachers, etc.) in Cameroon to become sustainable actors in their own lives and responsible citizens.

**KAGEDEV Cameroon** is recruiting from July 01st 2024

## **Bilingual Management Assistant (M/W) in Douala**

**Offer Number: BIMASDO - 0107-2024**

### **Your profile:**

- Training BTS Assistant(e) Manager or having significant experience on versatile functions in the executive assistant.
- Good command of written and oral communication techniques
- Very good command of computer tools (Word, Excel)
- Autonomy, rigor and initiative are the main qualities required for this position
- Perfect command of English and French (speaking, writing and understanding)

### **Your roles**

- Manage the correspondence of the association;
- Manage the membership file;
- Transmit all information necessary for the proper functioning of the association
- Ensure compliance with statutory obligations;
- Manage meetings, and general assemblies;
- Archive and file all documents useful to the life of the association (statutes, rules of procedure, excerpt of the notice of publication of creation in the official newspaper; receipts of declaration issued by the prefectural services, minutes of general meetings, the Steering Committee and the bureau, leases, invoices for work or major repairs, etc..).

## Your missions

- Process all mail: Give an answer to all requests and grievances;
- Read and translate documents
- Transmit to the competent body the mails that require special concentration;
- List all members (name, first names, contact information...)
- Draft information notes to members;
- Declare to the prefecture the list of office members and any changes that occur in the life of the association (transfer of the headquarters, change of leader ...);
- Publish in the official journal – within the time limits – the statutory changes;
- Organize and plan meetings: general meetings, board of directors, steering committee,

office;

- Inform all members of the holding of a meeting within a reasonable period of time (by mail, by posting or by email);
- Ensure compliance with the monitoring of the established agenda and the time allocated to each item discussed;
- Edit the minutes of meetings;
- Maintain all records of the association.
- Partial management of the organizations accounts on social networks

## Our offer

- Skilled training with additional training to develop social and personal skills.
- Personal guidance and supports during your apprenticeship
- Various project opportunities with personal development opportunities
- Pay and social benefits according to KAGEDEV AVR throughout the period of your employment.

Persons with disabilities or reduced mobility will be given preference in cases of equal suitability. To guarantee the suitability of staff, an extended police certificate of good conduct must be presented at the time of recruitment.



**KAGEDEV**  
**KAMERUNISCHE**  
**GEMEINSCHAFT**  
**IN DEUTSCHLAND E.V**

## How to apply

1. You can apply directly online via our website: [www.jobs.kagedev.org](http://www.jobs.kagedev.org)
2. You can also send us your application electronically.

## Please send us the following documents:

- Curriculum vitae
- Proof of qualification(s)
- Current appraisal or employer reference if available
- Letter of motivation

Application deadline: **May 31, 2024**

Planned start date: **July 01, 2024**

Please send your electronic application (1 file, 10 MB maximum) by May 31, 2024 exclusively by email to: [jobs@kagedev.org](mailto:jobs@kagedev.org)

NB: Please indicate the following job offer number: "**BIMASDO - 0107-2024**" in the subject line of your message.

Incomplete applications will be automatically rejected without notification!

We look forward to receiving your application!

NB: Find other job offers on our website: [www.jobs.kagedev.org](http://www.jobs.kagedev.org)



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