

Ref. KC No. 61/Vol.3  
Kumbo Council Office  
P.O .Box 03 - Kumbo Bui Division  
04/02/2011

## **Vacancy Announcement**

The Mayor of Kumbo Council wishes to inform the general public that the Kumbo Council is seeking to recruit enthusiastic, development oriented and a hard working Cameroonians to fulfill the tasks below:

### **1) Title: Council Development Officer**

**Main Responsibilities:** Under the authority of the mayor to who he/she reports, the Development Officer provides technical, operational, and has as main tasks:

- a. Plan and program the medium and short term actions of the Kumbo Council
- b. Monitor the implementation of activities including projects
- c. Promote local economy
- d. Ensure to take into account socio-environmental aspects in the implementation of activities

**Required Skills and Experience:** The Council Development Officer must be holder of a University degree (3years), Civil Engineer (any fields) or holder of a degree in Economics or any related field. A master's Degree in projects management will be an advantage.

### **2) Title: Council Officer in charge of Financial Management**

**Main responsibilities:** Under the authority of the Mayor to whom he/she reports and provides operational support, the Council Officer who is to assist the Municipal Treasurer in the management of Municipal Finances works closely with him/her. In this capacity he/she is responsible for:

- a. Implementing the computerization of management systems of the Kumbo Council
- b. Keeping records of basic accounts to produce accountability
- c. Assisting in the preparation of the Council budget;
- d. Prepare procurement records and monitor the performance in ensuring compliance with procedures
- e. Monitor and capitalize surveys and studies on local taxation and other actions likely to increase the Council revenue
- f. Provide mechanisms for collecting Municipal taxes

**Required Skills and Experience:** The Council Officer in charge of Financial Management must have the following qualifications:

- 1) Minimum Level of education: A level. A University Degree in Public and Commercial Accounts will be an advantage
- 2) Knowledge of local taxation- knowledge of public and commercial accounts
- 3) Knowledge of public law
- 4) Knowledge of procurement
- 5) Professional experience of at least two years-Proficiency in computer skills;
- 6) Mastery and command of English language.

Candidates have until 28<sup>th</sup> February 2011, at 12:00 prompt to submit their applications (one original and four photocopies) at the Kumbo Council Office, with the following:

- a. A letter of motivation
- b. A detailed CV with evidence of experience
- c. A certified copy of required diploma
- d. A Non conviction record of less than (03) months.

**Mayor, Kumbo Council**

**NJONG FONUYU Donatus**