



## Position Vacancy

### Country Coordinator – Cameroon

December 2025

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**Location:** Yaounde, Cameroon

**Closing date for applications:** 20 January 2025

**Target start date:** 1 April 2025

**Contract details:** 2 years fixed term (after which there will be the potential to renew or transform to a permanent contract) with a 6 months probationary period

**Remuneration:** the role is graded as a 'Senior Specialist' on the organisational scale, with an indicative starting annual salary of 24,240,000 XAF (gross, adjusted to Cameroon cost of living index)

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### About Well Grounded

Well Grounded's mission is to support civil society organisations in the Congo Basin to become stronger, in order to deliver lasting impact for forests and communities. Our vision is for a credible, collaborative, inclusive and effective African Civil Society capable of advocating for social and environmental justice while empowering communities to determine their own future.

Well Grounded, a registered non-profit in both the UK and Cameroon, was founded in 2010 in direct response to the challenges faced by local organisations and their leaders. Well Grounded provides organisations and leaders with the tools and support they need to realise their objectives and vision, and make a positive change for communities and forest ecosystems.

Over the last decade and a half, we have worked with more than 60 CSOs, many of which have emerged as leading national and regional environmental organisations, and attribute their clear sense of purpose, identity and confidence to the processes facilitated by Well Grounded.

### Summary job description

The scope and scale of Well Grounded's programmes in Cameroon and across the Congo Basin region have grown in recent years, creating a need for more coordination across programmes,

and a country-level strategic focus. The Country Coordinator - Cameroon position has been developed to anchor our activities in Cameroonian realities, facilitate the design and delivery of a coherent and impactful country strategy, and coordinate country operations, while engaging with local partners and stakeholders and representing Well Grounded.

As Country Coordinator, you'll be the face of our organisation in Cameroon, driving partnerships, building relationships, and leading the charge on our strategy. Your mission is to ensure our initiatives are relevant, effective, and aligned with local needs and global goals.

You'll connect with local and international stakeholders, manage our country office, and create a supportive environment for our work to thrive. By tapping into internal strengths and seizing external opportunities, you'll help shape impactful, context-driven strategies and activities.

Your role includes analysing local realities, ensuring our approach meets community needs, and driving continuous improvement. You'll develop collaborative frameworks and embrace innovative learning methods to keep us agile and effective. Using feedback and lessons learned, you'll fine-tune strategies and operations to maximise impact with our partners.

The successful candidate will be a values-driven professional who thrives working in close collaboration with colleagues from a variety of backgrounds in a dynamic environment, both in-person and online. They will share a commitment to environmental and social justice, and a passion for their work. As a core member of a small hybrid team, they will play a key leadership role in nurturing our organisational culture, which promotes a sense of collective ownership and responsibility for our mission and operations, as well as accountability to our partners.

## **Position in organisation**

Well Grounded is working to implement a management structure that is based on roles and responsibilities in a collaborative, flat, structure, rather than traditional hierarchies, and coordinates projects and functions via 'circles'. As such we do not assign 'line managers' or reporting lines in the traditional sense.

The Country Coordinator - Cameroon will facilitate the Cameroon Delivery and Operations circle (made up of programme and operations leads and teams operating within Cameroon), and work closely with the Regional Lead, who facilitates the Country Coordination circle, made up of Country Coordinators in our other countries of operation, providing oversight, guidance and mentoring to its members.

# Responsibilities

## 1. COUNTRY STRATEGY

- Lead context analysis: continuously assess local dynamics to shape country strategies and guide operations, including mapping of relevant local actors (curating and maintaining database)
- Drive strategic development: co-develop country-specific strategy in partnership with leadership, programme teams, and local partners, and facilitate implementation
- Track impact and sustainability: monitor the organisation's contribution to driving change and long term impact in Cameroon, by gathering relevant data (including from programme teams and partners) and leading or coordinating analyses and data interpretation / presentation.

## 2. COUNTRY OPERATIONS

- Policy development and implementation: create and maintain organisational policies with a consultative approach (HR, compliance, safeguarding, data protection, etc.) that align with legal and ethical standards internationally and in countries of operation. Lead regular training and refreshers, and oversee implementation.
- Process optimisation: Streamline operational processes, ensuring efficient workflows for both internal teams and external collaborators.
- Technology and systems: Oversee the implementation and maintenance of operational systems (e.g., project management tools, HR database).

## 3. SUPPORT FOR PROGRAMME DESIGN AND DELIVERY

- Programme and organisational strategy: provide insights and experience based on contextual understanding to help shape the design of Well Grounded's organisational and programme strategies.
- Programme development: actively support scoping recruitment and engagement processes for leadership and organisation development programmes, as well as people and skills development, fundraising and networking in support of programmes.
- Programme delivery: contribute to key programme activities as a facilitator or co-facilitator, where appropriate and required.

## 4. PARTNERS AND STAKEHOLDER ENGAGEMENT

### CSO / CBO partners:

- Build partner network: foster active engagement and collaboration with CSO/CBO partners in key intervention areas (landscapes).
- Facilitate engagement: engage partners in Well Grounded's programmes and develop effective and equitable partnership relationships that honour each organisation's values, skills, and unique strengths.
- Build participatory impact systems: co-create systems with partners to track changes using a participatory landscape approach.
- Facilitate learning: establish learning frameworks and processes in partnership with other key roles.

### Wider stakeholders:

- Ensure compliance & accountability: maintain strong collaboration with local authorities to guarantee legal, fiscal, and security compliance for all interventions.
- Boost organisational visibility: lead or coordinate initiatives aimed at raising awareness of Well Grounded's mission and strategy in Cameroon.
- Build strategic partnerships: establish and nurture a network of development partners to support fundraising, collaboration, and national-level communication.
- Contribution to multi-partner initiatives: represent Well Grounded in relevant national and regional programmes, actively participating in steering committees and consortia to strengthen coordination and maximise partner synergies.

## Skills and experiences

### REQUIRED

- Master's degree or equivalent in a field related to sustainable development (e.g., Environmental Management, International Development, Civil Society Development, Organisation Development / Leadership, Land Use Planning, Natural Resource Management, etc.)
- Significant experience (10 years) working in development programmes in Cameroon, with a minimum of 4 years at a senior/management level.
- Extensive experience in facilitating organisational development processes, leadership of people and organisations, and community development practice (minimum 2 years).

- Experience in forest governance with a focus on community-based approaches, including community forestry, Non-Timber Forest Products (NTFPs) and community climate action.
- Strong knowledge of the Cameroonian context, particularly related to:
  - Legal and fiscal compliance for non-governmental organisations
  - Nature conservation and the country's biodiversity and climate policies
  - International partners' commitments and interests in Cameroon
  - Dynamics of local partner networks and relevant intervention areas
- Excellent strategic analysis, operational management, and team coordination skills.
- Highly developed facilitation, intercultural communication, and negotiation skills.
- Skills using online tools for collaboration with remote colleagues and partners.
- Proficiency in French and English (written and spoken).

## DESIRED

- Knowledge or experience of non-hierarchical management systems or shared governance would be highly valued.
- A robust portfolio of contacts with boundary partners, state actors, and sustainable development stakeholders.
- Fluency or conversational ability in languages spoken in Cameroon

## Our commitment to equality

Well Grounded is committed to equality and diversity, and we welcome applications from people of all nationalities, locations and backgrounds.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment, or sexual orientation.

We are committed to safeguarding, and candidates will undergo a mandatory DBS check (or equivalent depending on jurisdiction) and a thorough reference check, with safeguarding induction and training provided during onboarding.

## Why work with us

Our approach is underpinned by core values that determine what it's like to work with us - values that champion inclusivity, caring, proactivity and learning. Well Grounded promotes a culture of personal growth and professional development, encouraging collaboration, responsibility, and innovation.

Well Grounded is a hybrid and flexible organisation, offering remote working, regular in-person contact, competitive salary and benefits, generous leave, and a genuinely positive work-life balance.

You will be joining Well Grounded at a time of significant organisational growth, with opportunities to play a valuable role in protecting the natural resources of the Congo Basin, by working with others to protect the environment and to promote climate justice.

## **Application process**

To apply, please complete [our online form](#) before the closing date of 20 January 2025, attaching your CV and a cover letter. We will review applications on a rolling basis, so you may receive an invitation to interview before the closing date. If you have any questions, please contact [recruitment@well-grounded.org](mailto:recruitment@well-grounded.org).

*Well Grounded is a registered charity, number 1176051, and a registered company limited by guarantee, number 7269647, in England & Wales, with a registered address at 483 Green Lanes, London, England, N13 4BS. Well Grounded is also formally authorised within Cameroon, in line with Order n°00000109/A/MINATD/SG/DAP/SDLP/SAC dated 09 May 2017.*