



## INTERNAL CALL FOR APPLICATIONS

No. D13 - 58 ACI/MINSANTE/SG/DEP/ OF 17 FEV 2026

### FOR THE RECRUITMENT OF MANAGEMENT STAFF FOR THE HEALTH SECURITY PROJECT MANAGEMENT UNIT PHASE 3

#### 1. BACKGROUND AND RATIONALE

West and Central Africa face recurring epidemics and a serious problem of antimicrobial resistance (AMR), which weakens health systems and leads to high mortality rates.

To address this, the World Bank supports the implementation of the Health Security Programme in West and Central Africa (HeSP), based on the “One Health” approach, to strengthen countries’ capacities for the prevention, detection, and response to health emergencies.

In this context, the Government of Cameroon has secured funding for the implementation of the third phase of the HeSP Programme (HeSP 3), structured around four components: prevention, detection, response to health emergencies, and institutional capacity building.

Among the conditions for the funding to come into effect is the establishment of a Project Management Unit (PMU), requiring the recruitment, through an internal call for applications, of the positions of **Coordinator, Assistant Coordinator, and Epidemiologist/Public Health Specialist**.

To this end, the Minister of Public Health is launching an internal call for applications for the recruitment of management staff for the Project Management Unit HeSP Phase 3 (PMU/HeSP). The contracts will have an initial duration of 12 (twelve) months, renewable upon satisfactory performance evaluation, and will be financed by the World Bank through the IDA.

#### 2. JOB DESCRIPTIONS

Under the technical supervision of the Department for the Control of Diseases, Epidemics and Pandemics (DLMEP) of the Ministry of Public Health, the Project Management Unit (PMU) shall be responsible for ensuring the operational, fiduciary, and technical implementation of the project in accordance with World Bank requirements.

The job descriptions are as follows:



## **A- PMU COORDINATOR**

### ***i. Responsibilities:***

Under the direct supervision of the Secretary General of the Ministry of Public Health, the incumbent shall ensure the technical, administrative, and fiduciary coordination of the project, while guaranteeing compliance with World Bank requirements and the One Health multisector approach. Their essential tasks and responsibilities shall include:

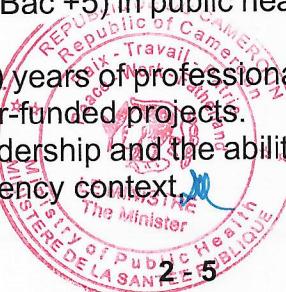
- Ensure the technical and operational coordination of the project in accordance with the Project Appraisal Document (PAD), the Operations Manual (OM), and the financing agreements.
- Develop and oversee the implementation of the Annual Budgeted Work Plan (ABWP), the Procurement Plan (PP), and the annual budget.
- Ensure fiduciary compliance (financial management, procurement) and compliance with the Environmental and Social Framework (ESF).
- Oversee the production of quarterly reports, Interim Financial Reports (IFRs), technical reports, and any other documents required for the project.
- Coordinate activities with the relevant ministries (Ministry of Public Health, Ministry of Livestock, Fisheries and Animal Industries, Ministry of Agriculture and Rural Development, Ministry of Environment, Nature Protection and Sustainable Development, Ministry of Forestry and Wildlife).
- Manage the project's human resources.
- Proactively manage operational and fiduciary risks.
- Act as the authorizing officer for project expenditures.
- Organize and provide secretarial support for Steering Committee meetings.
- Ensure the implementation and follow-up of decisions made at Steering Committee meetings.
- Represent the project in national and international organizations.
- Perform any other tasks assigned by the Steering Committee as needed.

### ***ii. Expected Deliverables:***

- Approved Annual Work Plan (AWPP) and Project Management Plan (PMP); compliant budget.
- Quarterly progress reports and Requests for Information (RFI) submitted on time.
- Semi-annual performance reports.
- Follow-up on recommendations from supervision missions.
- Annual staff evaluation reports;
- Activity reports and technical assessments.

### ***iii. Job Profile:***

- Be a senior official currently serving at the Ministry of Public Health with at least five years of experience in a position equivalent to or higher than Director of Central Administration;
- Hold a Master's degree (Bac +5) in public health, management, finance, or a related field.
- Possess at least ten (10) years of professional experience, including at least five (5) years in managing donor-funded projects.
- Demonstrate proven leadership and the ability to coordinate across multiple sectors in a public health emergency context.



- Possess strong strategic and operational planning skills.
- Knowledge of the World Bank's fiduciary, environmental, and social requirements would be an asset.
- Have excellent knowledge of government policies in the health sector.
- Be fluent in at least one of the two official languages (English or French) and have a good working knowledge of the other.
- Be no more than forty-five (45) years old on the application submission date.

**iv. Contract Duration:**

The contract shall be for twelve (12) months, renewable upon satisfactory performance evaluation.

**B- PMU ASSISTANT COORDINATOR**

**i. Responsibilities:**

Reporting directly to the Project Coordinator, the incumbent shall assist the Coordinator in technical coordination, promoting the One Health approach, and providing operational supervision of the project. More specifically, they shall ensure the operational supervision of the technical units. In this capacity, their essential tasks and responsibilities shall include:

- Supervising, under the authority of the Coordinator, the technical units (monitoring and evaluation, safeguards, data, logistics, etc.).
- Ensuring the technical quality of deliverables submitted to the World Bank, the Multi-Sector Technical Committee (MSC), and the Steering Committee (SC).
- Facilitating inter-sector coordination, under the authority of the Coordinator.
- Conducting field missions and supervising the implementation of technical activities.
- Preparing for and supporting World Bank supervision missions.
- Performing any other tasks assigned by the Coordinator within the framework of project implementation.

**ii. Expected Deliverables:**

- Consolidated technical reports.
- Reports of Multi-Sector Technical Committee meetings.
- Contributions to the Annual Work Plan, the Project Management Plan, and quarterly reports.

**iii. Job Profile:**

- Be a senior official in the central or devolved services of the Ministry of Public Health with at least 5 years of experience in a position equivalent to or higher than Sub-Director of the central administration.
- Hold a Master's degree in public health, veterinary science, epidemiology, or a related field (FETP/FELTP training preferred).
- Have at least 5 (five) years of experience in the field of health security (epidemiological surveillance, preparedness and response to public health emergencies).

Proven experience in managing projects funded by international donors would be an asset.

- Demonstrate competence in a One Health multisector approach.

Fluency in at least one of the two official languages and a good working knowledge of the other



**iv. Contract Duration:**

The contract shall be for 12 (twelve) months, renewable upon satisfactory performance evaluation.

**C- EPIDEMIOLOGIST / PUBLIC HEALTH SPECIALIST**

**i. Responsibilities:**

Reporting directly to the Assistant Project Coordinator, the incumbent shall support the production and analysis of technical data, contribute to the evaluation of operational performance, and support field missions related to the health and multisector components of the project. More specifically, they shall support the analysis of technical indicators, field monitoring missions, and the documentation of project results. Their essential tasks and responsibilities shall include:

- Support the monitoring of the project's epidemiological and operational indicators.
- Contribute to the analysis of technical performance.
- Participate in supervisions, evaluations, and field missions.
- Support the analysis of epidemiological trends to guide operational recommendations.
- Document progress, challenges, and best practices.
- Support the preparation of CTM, COPIL, and WB reports.
- Perform any other tasks assigned by the Coordinator or Assistant Coordinator within the scope of their responsibilities.

**ii. . Expected Deliverables:**

- Monthly technical notes.
- Mission reports.
- Contributions to the semi-annual performance reports.

**iii. Job Profile:**

- Hold a Master's degree in public health, epidemiology, or equivalent.
- Have at least 5 years of professional experience.
- Demonstrated competence in data analysis and the One Health approach.
- Knowledge of data security standards (protection, confidentiality, backup).

**iv. Contract Duration:**

The contract shall be for 12 (twelve) months, renewable upon satisfactory performance evaluation.

**3. COMPOSITION OF THE APPLICATION FILE**

Application files, placed in a single sealed envelope, must include:

- A cover letter addressed to the Minister of Public Health, highlighting the applicant's understanding of the position and their motivations;
- A detailed curriculum vitae (CV), outlining education, professional experience, and similar assignments. The updated CV, including an email address, must specify the start and end dates of each professional experience;
- Certified copies of diplomas;

- Copies of references for similar work performed for the benefit of the administration or development projects;
- Copies of training certificates and attestations;
- Any other document deemed relevant by the applicant;
- A list of at least two (2) references, specifying their position, email address, and telephone number.

**Note:**

- The following are not eligible to apply:
  - Minors under the age of 18 (eighteen) years;
  - Adults who have reached the retirement age of 60 (sixty) years;
- Furthermore, candidates may not apply for more than two positions at a time.
- Those who submit more than two applications will be automatically disqualified without further any procedure.
- Incomplete applications, regardless of the missing document, shall not be considered.

#### 4. SELECTION PROCESS

The main selection process for candidates shall be as follows:

- Review of application files;
- Interview with a selection panel.

#### 5. SUBMISSION LOCATION

Each application, written in English or French, must be received **no later than 27 FEV 2026** at **3:30 PM local time**, in a sealed, unmarked envelope, against registration and discharge in a register **in five (5) copies, including one (1) original and four (4) copies**, at the Secretariat of the Studies and Projects Division of the Ministry of Public Health, located in the Health Building behind the Cameroon Red Cross, next to the National Malaria Control Programme (NMCP) in Yaounde. Tél/Fax : 222 22 10 30 .

The envelope should be labelled as follows:

**"NOTICE OF CALL FOR APPLICATIONS**  
**No. \_\_\_\_\_ AC/MINSANTE/SG/DEP/ OF \_\_\_\_\_**  
**FOR THE RECRUITMENT OF STAFF FOR THE**  
**MANAGEMENT UNIT OF THE HEALTH SECURITY PROJECT PHASE 3"**

**POSITION SOUGHT \_\_\_\_\_ (TO BE SPECIFIED)**

**COPIES TO :**

- CAB/MOH ;
- SG/MOH ;
- Records/Archives.

Done in Yaounde on 17 FEV 2026



*Dr. Manzenda Mfackie*