The World Wide Fund for Nature (WWF) Cameroon is looking for six (06) Archivist Interns

Want to make a positive difference to the future of people and our one shared home, the Earth? Working with WWF could be your opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge. Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:
We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

For our Cameroon Country Office, we are looking for six (06) dynamic, committed and passionate Archivist Interns who are excited to join a well-known international conservation Organization and establish a reliable gateway to build their career.

Reports to : IT Advisor and Programme managers
Location : Yaounde (02), Mambele (01), Ngoyla (01), Campo (01), Limbe (01)
Duration : Till 30th June 2024

Major Duties and Responsibilities:
- Classify files to be archived, rename them according to the naming convention, reorganize them into the folder structure and convert them to new formats if necessary;
- Collecting documentation;
- Analyze documents and pass on information where necessary;
- Scan documents;
- Upload into the cloud system;
- Define an archiving plan;
- Archiving documents (physical and digital);
- Carry out any other tasks as requested by line management.

Profile
Required Qualifications
- A bachelor degree;
- A prior experience in archiving.

Required Skills and Competencies
- Excellent archiving skills;
- Excellent organization skills;
- Details oriented;
- Adhere to WWF’s values: Respect, Courage, Integrity & Collaboration.

NB : the starting date will be only contingent on funding

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.
How to apply:
   i. Apply through the link: https://cameroon.panda.org/apply_to_a_job/apply_to_a_job/ with
      a computer (Please do not use a mobile phone)
   ii. Candidates residents from near the sites who doesn’t have access to internet can submit
       their physical applications (CV and cover letter) to the various WWF offices in:
           • Ngoyla, Central town Ngoyla ;
           • Mambele, 800M from Mambele Junction ;
           • Yokadouma, Opposite Departmental Delegation of Forest & Faune ;
           • Campo, mintom district opposite eneo station
           • Limbe, Opposite Guinness warehouse.

Please specify your choice of location in the cover letter !!!!!

Applications deadline : 16th May 2024.

Thank you in advance for your interest in this position. Please note that only candidates
under serious consideration will be contacted for follow up.

WWF is an equal opportunity employer and committed to having a diverse workforce