

JOB VACANCY ANNOUNCEMENT – COMMUNITY MOBILIZATION COORDINATOR

A. Description of the organization:

The Cameroon Baptist Convention Health Board (CBCHB) is a faith based non-profit organization that aims to provide quality health care to all by strengthening health systems in Cameroon. Established in 1936 by missionaries, it was transitioned to local leadership in 1975. It runs 12 hospitals, 32 Integrated Health Centers, and 61 Primary Health Centers in eight of the ten regions of Cameroon. The CBCHB runs public health programs in all the 10 regions of Cameroon including HIV/AIDS care and treatment, NCD, Women health, disability programs, etc. It has a staff capacity of over 6,000 full-time employees. The CBCHB is the leading local organisation that supports the MoH in HIV prevention, care and treatment, system strengthening including strategic information, clinical services, and program management. It is currently one of the key implementing partners of the PEPFAR funded grants in Cameroon with its roots in comprehensive, community and family focused HIV services.

As a faith based non-governmental organization, the CBC Health Services is committed to equal opportunity for all.

Interested applicants can visit www.cbchealthservices.org for more details.

B. Program description:

In partnership with the Government of the Republic of Cameroon, United States Centers for Disease Control and Prevention (CDC) and other key stakeholders, CBCHB will conduct the second Cameroon Population-based HIV Impact Assessment (CAMPHIA). The first study was implemented in 2017-2018 and now the second study will be implemented in 2024. Described as CAMPHIA 2024, the study will evaluate the impact of the national HIV epidemic response and guide data-informed strategies to achieve and sustain HIV epidemic control in Cameroon. CAMPHIA 2024 will be government led and country owned with the following overarching guiding principles:

1. Ensure timely and high-quality implementation to inform HIV epidemic control.
2. Strengthen local capacity of the health sector in conducting population-based health studies.
3. Contribute to the creation of a National Public Health Institute (NPHI), especially around lab and data management.

4. Leverage a strong foundation of technical assistance from key partners.

To achieve these goals, CBCHB will be working in close partnership with key entities of the Ministry of Public Health (MoH), the National Institute of Statistics, CDC, and ICAP at Columbia University.

The CBCHB therefore needs the services of an exceptionally qualified Community Mobilization Coordinator who will oversee all community mobilization efforts of the CAMPHIA 2024 study that will adequately engaged the community.

C. General information

1. **Position:** Community Mobilization Coordinator
2. **Date posted:** 04/09/2023
3. **Deadline:** 20/09/2023
4. **Employment Type:** Full-time
5. **Job Location:** Yaounde with extensive travel within the country
6. **Contract Duration:** 1 year
7. **Salary:** Negotiable
8. **Employer:** Cameroon Baptist Convention Health Board (CBCHB)

D. Overall Job description:

The Community Mobilization Coordinator will be responsible for overseeing all aspects of community mobilization of the project. The incumbent will participate in the training and supervision of field staff on the community mobilization aspects of the survey ensuring that procedures, policies, and relevant regulations of the survey protocol, standard operating procedures (SOPs), and other relevant policies and regulations are being followed. The incumbent will lead efforts related to community mobilization, engagement, and ownership of the CAMPHIA 2024 study results.

E. Specific Responsibilities

1. Coordinate all community mobilization aspects of the CAMPHIA 2024 project, including the development of IEC and other materials, engaging with the media, and developing the media and branding strategy.
2. Manage community mobilization and follow-up activities of the survey, including protocol/SOP development and implementation, development of IEC materials, and supervision of community mobilization staff.
3. Ensure community mobilization occurs in alignment with the deployment plan.
4. Participate in the data collection daily monitoring calls.
5. Ensure community mobilization activities are reported as appropriate.
6. In coordination with the Project Director, adapt training materials and ensure training is conducted as planned.
7. Assist with recruiting, training, and supervision of CAMPHIA 2024 staff working on community mobilization and related efforts.
8. Understand and adhere to the protocol, SOPs, and other appropriate regulations, procedures, and policies; assist in drafting and revising SOPs and training manuals, as needed.
9. Design and implement detailed community mobilization plans for the field teams in collaboration with the Project Director and other technical staff.
10. Conduct frequent field visits to ensure communities and stakeholders are being engaged appropriately.
11. Participate actively in field monitoring of the CAMPHIA 2024 activities during the data collection phase.
12. Prepare a weekly report of his/her teams' performance leading up to and during the data collection period.
13. Ensure that CAMPHIA 2024 staff under his/her supervision maintain the confidentiality of survey participants and adhere to the established branding policy.
14. Liaise with and respond to media inquiries, including writing and distributing press releases, feature articles, and organizing press conferences in collaboration with DROS and CDC.
15. Lead the organization of kick-off meetings and events at national and regional levels.
16. Support the translation of findings for diverse audiences.

17. Participate in meetings with the Ministry of Health (MoH), National Institute of Statistics (NIS), CDC, and other partners to discuss the progress of the project and to address community-level challenges or issues that arise during project implementation.
18. Perform any other tasks assigned.

F. Qualifications, Knowledge, and Skills:

Required Education:

Masters' degree or higher in public health or mass communication or community development or social sciences or another related field

Required Technical Experience

Minimum 5 years' work experience in community mobilization for population-based surveys or research or public health programs, preferably on HIV/AIDS or sexual and reproductive health.

Required Managerial Experience

1. Minimum 3 years' supervising a multidisciplinary team of at least 10 staff in similar survey settings.
2. Excellent written and verbal communication skills with fluency in English and French required
3. Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
4. Ability to provide high quality technical assistance and lead and work with a diverse team.
5. Ability to work independently with minimal supervision and strong problem-solving skills.
6. Ability to interact well with all communities by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment, to welcome all participants and stakeholders regardless of their background.
7. Ability to work under pressure, demonstrate creativity and adaptability in developing new ideas to solve problems.
8. Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.

9. Perform other duties as assigned by the Project director.

G. How to apply

All applicants should provide the following documents/information to demonstrate their qualification:

- A Cover Letter
- An up-to-date resume or CV with three referees listed

Please, indicate the position you are applying for in the subject of your e-mail and do not attach certificates. Only shortlisted candidates will be contacted for interview in Yaounde.

Send your application to: recruitment@cbchealthservices.org

NOTE: Successful candidates will be contracted for a specified duration of one year beginning on or around October 1, 2023.