

JOB VACANCY ANNOUNCEMENT – INFORMATICS 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

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 Informatics Coordinator who will oversee all ICT operations of the survey.

C. General information

1. **Position:** Informatics Coordinator
2. **Date posted:** 04/09/2023
3. **Deadline:** 20/09/2023
4. **Employment Type:** Full-time
5. **Job Location:** Yaoundé 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 Informatics Coordinator will closely collaborate with the National Institute for Statistics (NIS), ICAP and CDC in setting up in-country data management systems, data storage and security, as well as other technical tools for the running of the CAMPHIA 2024 study. S/he will work closely with these institutions to ensure that data management systems generate clean, high-quality survey data and will contribute to troubleshooting informatics- and information technology-related challenges during implementation of the CAMPHIA 2024.

E. Specific Responsibilities:

The candidate will be expected to fulfil the following responsibilities:

1. Serve a critical role in bringing together CAMPHIA 2024 informatics-related actors from the Government of Cameroon, ICAP, CDC, and other partner institutions to ensure a

unified health informatics strategy and architecture for the CAMPHIA 2024 and future health surveys.

2. Participate actively in-country meetings on data management and security and facilitate consensus on data architecture plan with a lens of reusability beyond the CAMPHIA 2024.
3. Work with ICAP and Government of Cameroon stakeholders in the programming, testing and deployment of the data collection systems and tools for CAMPHIA 2024.
4. Setup, manage and support communication platforms for meetings and collaboration among project team members. (e.g., zoom, teams, SharePoint, WhatsApp groups, etc.)
5. Work with ICAP, INS, and CDC in the sourcing and procurement of ICT related equipment and tools required for the study.
6. Participate in the training of CAMPHIA staff on the use the tablets and other ICT tools.
7. Support preventive maintenance of tablets and other survey tools.
8. Troubleshoot platform-level technological issues that may arise with the data management systems and other ICT tools that will be used for the study.
9. Identify appropriate internet service providers for different geographic locations and ensure the continuous network availability to field staff for daily synchronization of survey data.
10. Work in collaboration with ICAP, INS, and CDC to setup and manage secure data backup systems.
11. Supervise the activities of regional IT officers.
12. Provide technical assistance to MOH IT team to maintain the in country central database(s).
13. Ensure the installation of applications updates.
14. Coordinate the repairs or replacement of damaged ICT equipment/tools.
15. Maintain and regularly update an inventory of tablets and other ICT equipment/tools.
16. Perform other related duties as assigned.

F. Qualifications, Knowledge, and Skills:

1. Master's degree in Computer Science, Information Technology, Informatics, Computer and Network Engineering, or related field.

Or

2. Master's degree in Public Health or related field with strong experience and basic training in ICT, Software deployment and database administration.
3. Minimum of five (5) years of related experience managing and working directly with health informatics applications and large databases.
4. Demonstrated experience conducting data quality checks and database administration
5. Demonstrated experience in using and troubleshooting electronic data collection tools, especially tablets.
6. Good understanding of cloud-based data storage services.
7. Good understanding of wireless and TCP/IP protocol suite.
8. Strong writing and verbal communication skills.
9. Experience working with HIV/AIDS related software.

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 Yaoundé

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.