

## **JOB VACANCY ANNOUNCEMENT – SENIOR TECHNICAL ADVISOR**

### **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](http://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 Senior Technical Advisor who will foster an epidemiological and integrated data management approach that ensures government ownership with a lens of future optimal data use to inform HIV epidemic control and reusability of a data architecture for future population-based health studies by the MoH.

#### **C. General information**

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

#### **D. Overall Job description:**

The Senior Technical Advisor, working in collaboration with ICAP and the National Institute of Statistics (NIS), will be responsible for leading the statistical/epidemiological team in the design of the survey sampling frame and the development of the data collection, monitoring and analysis plan. S/he will provide the overall coordination of activities related to the design of the survey tools, proper data collection, cleaning, analysis and reporting.

#### **E. Specific Responsibilities:**

**The candidate will be expected to fulfil the following responsibilities:**

1. Provides broad-based expertise in epidemiology, survey design, data management, data analysis, data interpretation, data visualization, and data use in the CAMPHIA 2024 study.
2. Work in collaboration with NIS, DROS, CDC, and ICAP in the establishment of the sampling frame and the calculation of the sample size.
3. Work in collaboration with ICAP and NIS in the design of the data collection tools including the survey questionnaires and other relevant data forms.
4. Collaborate with the IT team to ensure proper programming of the data management systems including the tablets that will be used for field data collection.
5. Participate in the development of the data governance, management, and analysis policy guidelines to ensure local ownership including by the Government of Cameroon.
6. Contribute to the piloting of the data collection tools and the organization of the training of field staff on the use of the tools.
7. Provide strong inputs in the recruitment, training and supervision of a team of SI officers needed for the project.
8. Together with ICAP, train the SI officers on data governance, management, and analysis policy guidelines.
9. Supervise the SI officers to ensure delivery of clean, high-quality survey data and troubleshoot implementation challenges during data collection.
10. Critically evaluate all data for quality measures such as accuracy, completeness, consistency, timeliness, validity, and uniqueness.
11. Contribute to preparing weekly survey progress reports.
12. Participate in the analysis, interpretation and reporting of the survey data.
13. Provide support for the development and implementation of a data dissemination and data use strategy with Government of Cameroon, CDC, ICAP, and other key partners.
14. Contribute strongly to the writing of all official project reports including the summary sheets and the final study report.
15. Participate in project review and planning meetings.
16. Perform other duties as assigned.

#### **F. Qualifications, Knowledge, and Skills:**

1. Master's or PhD degree in Biostatistics, Epidemiology, or related field.
2. Minimum of five (5) years of related experience in managing public health research or survey data
3. Minimum 3 years' supervising a multidisciplinary team of at least 10 staff in similar survey settings.
4. Excellent written and verbal communication skills with fluency in English and French required.
5. Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS, STATA and SPSS).
6. Excellent report writing skills.
7. Ability to provide high quality technical assistance and lead and work with a diverse team.
8. Ability to work independently with minimal supervision and strong problem-solving skills.
9. Flexibility to work after normal working hours and on weekends.

#### **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](mailto:recruitment@cbchealthservices.org)

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