

## **JOB VACANCY ANNOUNCEMENT – STUDY COORDINATOR, CAMPHIA 2024**

### **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 Study Coordinator who will oversee all field implementation of the CAMPHIA 2024 including facilitation of active linkage to care.

### **C. General information**

- 1. Position:** Study Coordinator
- 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:**

Reporting to the CAMPHIA Project Director, the Survey Coordinator will be responsible for overseeing the day-to-day survey implementation of CAMPHIA 2024 study. The Survey Coordinator will be responsible for coordinating the day-to-day survey team activities, coordinating, monitoring, and supporting the field teams, overseeing the activities of relevant sub-contractors, and supporting the overall field implementation of the survey including linkage.

The incumbent will support the training of staff on the study protocol, procedures, policies, relevant regulations and ensure that the study protocol, standard operating procedures (SOPs), and other relevant policies and regulations are being appropriately adhered to at every level. The Survey Coordinator will report the study site's progress and maintain study regulatory files. The Survey Coordinator will provide oversight and management of survey teams including the Work Zone Coordinator, CAMPHIA 2024 Regional Coordinators, Team Leads, and survey staff.

## **E. Specific Responsibilities:**

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

1. Support all field implementation aspects of the CAMPHIA 2024 study, including protocol development and implementation, institutional review board submissions, SOP adaptation and finalization, and maintenance of regulatory files;
2. Assist with recruiting, training, and supervision of CAMPHIA 2024 survey field staff;
3. 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;
4. Design and implement detailed deployment and monitoring plans for the field teams in collaboration with the CAMPHIA 2024 Director, technical staff and partners.
5. Conduct frequent field visits to ensure timely recruitment of participants and collection of high-quality data;
6. Monitor on daily basis the survey data collection including daily check-in calls with field teams;
7. Participate actively in field monitoring (regular visits of the field teams during the data collection);
8. Prepare a full monitoring plan and weekly report of field team performance during the data collection period;
9. Ensure that CAMPHIA staff under his/her supervision maintain the confidentiality of study participants and adhere to principles of Good Clinical Practice (GCP) and ethics of human subject's research;
10. Liaise with, support, and coordinate outside contractors to ensure timely completion of contracted scopes of work while adhering to GCP and protection of human subjects' research;
11. 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 any challenges or issues that arise during the conduct of the project;
12. Participate in the preparation of scientific analyses, abstracts, and publications;
13. Assist with capacity-building workshops;
14. Perform any other tasks assigned by the supervisor

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

1. **Required Education:** Masters' degree or PhD in public health or related field or Bachelor's with significant relevant technical experience.
2. **Required Technical Experience:** Minimum 5 years of work experience in public health research or surveys, preferably on HIV/AIDS and at the national level.
3. **Required Managerial Experience:** Minimum 3 years' of 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 a minimum; preferred proficiency with statistical Software such as SAS and SPSS).
6. Ability to provide high-quality technical assistance and lead and work with a diverse team
7. Ability to work independently with minimal supervision and strong problem-solving skills.
8. Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.

## **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 applications 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.