



**REACH OUT CAMEROON
HUMAN RESOURCE DEPARTMENT**

CALL FOR APPLICATIONS

Position	SENIOR STRATEGIC INFORMATION COORDINATOR
Job Reference	<u>1165/REO/R1/B/SW24</u>
Department	Health
Location	Buea with frequent travels to other office locations
Contract type	Senior Level, Full time
Application Deadline	3 rd February 2024

Job Description

Reach Out seeks a SENIOR STRATEGIC INFORMATION COORDINATOR who will lead the design, set up and implementation of the project Monitoring, Evaluation and Learning (MEL) plan in Cameroon for an anticipated USAID funded project; Community Health Equity Through Systems Strengthening (CHESS).

Responsibilities

- The Senior Strategic Information Coordinator will will develop the project performance monitoring plan and provide quarterly and annual updates.
- The Senior Strategic Information Coordinator will oversee the collection, verification and reporting of Community Led Monitoring and Community Based Surveillance data.
- S/he will develop and implement scalable data quality control measures and systems to improve the quality of programmatic.
- S/he will lead, and coordinate research and evaluation activities conducted by the project.
- S/he will ensure that data and analysis are used to make programmatic decisions.
- The Senior Strategic Information Coordinator will also lead the implementation of all digital planning activities, including data security.
- This might include overseeing the development of digital software applications for data collection and reporting within and outside the program implementation team.
- Guide project teams through the process of designing functional and complete monitoring systems;
- Operationalize the M&E plan designed for the project



- Support partners in designing or using existing project M&E tools, systems and processes for data collection, management, and verification (including data audits); as well as for reporting;

Required Qualification

- A minimum of a bachelor's degree or higher in Biostatistics, Data Science, or a related field.
- A minimum of five (5) years of senior-level experience in monitoring and evaluation functions for health projects including at least three years of experience in Public Health.
- Familiarity with the principles and current approaches to M&E in development projects, including (quantitative and qualitative approaches to data collection);
- At least four years of experience in handling biostatistics and /or monitoring and evaluation projects.
- Experience managing, cleaning, analyzing, and interpreting large data sets from multiple sources and partners and generating information that can be used for decision-making at all levels. Experience working on community health projects, especially in collaboration with CSOs, community health workers, as well as National, regional, district and community health actors.
- Experience working on community-based surveillance or community-led monitoring and Universal health coverage.
- Proven ability to work collaboratively with key National, regional and district stakeholders related to the three diseases.
- Strong analytical, and problem-solving skills, and exceptional oral and written communication skills.
- Fluency in English and French will be an added advantage.

Desirable

- Good team player (ability to work in a team)
- Proficient in Microsoft package of applications e.g. MS WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK EXPRESS)



- Good communication skills both oral and written.
- Ability to work under pressure and deliver to tight deadlines.
- Takes initiative and is innovative.
- Excellent spoken and written English Language skills.

NB: This position is contingent upon an award from USAID. Cameroon nationals are strongly encouraged to apply and will be prioritized. This recruitment will be on a rolling basis.

APPLICATION PROCEDURE



Composition of application file

- I. An application letter
- II. A letter of motivation not more than 02pages with 1.5 spacing and a font size of 12
- III. Curriculum Vitae CV
- IV. 02 references from previous employment
- V. Copy of highest academic qualification

Each applicant should receive an automatic reply that confirms receipt of his/her application. If such a notification is not received, the applicant should contact the Human Resource Department through the same email address before the closing date for applications indicated below.

N/B only shortlisted candidates will be contacted for interview.

Interested and qualified candidates should send the requested files to hire@reachoutcm.org copying marie-cecile@reachoutcm.org or deposit an enclosed application at the Reach Out Head Office at Small Soppo, Wonganga, Buea, SWR.



Ngasa Pride Yanu
Programs Director