



# Reach Out N.G.O.

Making the world a better place...for all

P.O. Box 88 Buea, South West Region. Tel: (237) 67740-5602 / 674063012  
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## REACH OUT CAMEROON HUMAN RESOURCE DEPARTMENT CALL FOR APPLICATIONS

<b>Position</b>	Zonal Monitoring Evaluation and Learning (MEL) Officer
<b>Reporting to</b>	Strategic Information Specialist (SIS)
<b>Job Reference</b>	<b><u>3075/REO/VOL16/B/SW024</u></b>
<b>Department</b>	Health
<b>Location</b>	Zone 1: Buea (North West, South West, West, Littoral Regions) Zone 2: Yaounde (Centre, South, East) Zone 3: Garoua (North, Far North, Adamawa)
<b>Number of positions required</b>	03
<b>Contract Type</b>	Full-time
<b>Length of project</b>	5 years
<b>Length of contract</b>	1 year (renewable annually)
<b>Gross annual salary</b>	\$12,000
<b>Fringe benefits</b>	Health insurance: \$200/year Social insurance: 13% of salary
<b>Application Launched</b>	30/10/2024
<b>Application Deadline</b>	15/11/2024

### 1. Background

Reach Out Cameroon is a Non-Governmental Organization created in 1996 and obtained its legal status in the year 2000 and authorization as a National NGO with MINAT in 2024. The organisation supports underprivileged groups especially youth and women through a community-centered approach and advocacy through three major pillars: Health, Human Rights and Governance; and Economic security

The health department is committed to advancing health outcomes and promoting equity in healthcare delivery throughout Cameroon. Established in response to critical health disparities faced

### Our Offices

Head Office Small Soppo Buea

Maroua Office, Pitoare

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Kumba Office SWR

Tombel Office, SWR

Ekondo-Titi, SWR

Garoua office, North region



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by underserved populations, ROC has been at the forefront of community-based health interventions for twenty-eight years.

The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide. The **Community Health Equity Through Systems Strengthening (CHESS)** project, funded by the **United States Agency for International Development (USAID)**, represents a strategic initiative designed to address systemic barriers to health equity within Cameroon's health landscape. (CHESS) project represents a strategic initiative designed to address systemic barriers to health equity within Cameroon's health landscape. The goal of the project is to ensure equitable and universal access to essential health services for all segments of the Cameroonian population through advanced community participation. By fostering inclusive governance, CHESS seeks to ensure that health systems are responsive to the needs of all community members, particularly the most vulnerable groups.

Reach Out Cameroon (ROC) in collaboration with the Ministry of Public Health (MoH) and funding of USAID will roll out this 5 years project that will build the capacity of 25 disease/population-based Civil Society Organizations (CSOs) in Cameroon to effectively implement Community-Led Monitoring (CLM), support Community-Based Surveillance (CBS) systems for early case detection and notification; strengthen the capacity of existing national dialogue structures and Community Health Workers (CHWS) to meaningfully engage in community health governance, human rights, and health promotion through innovative context-specific Social and Behavioural Change (SBC) communication strategies.

By the close of the project that will be implemented in 150 health districts across all 10 regions of Cameroon, the 25 CSOs coordinating 300 community champions or site monitors will have improved, implemented, monitored and evaluated CLM, CBS, and UHC interventions on HIV, Tuberculosis, malaria and family planning thus contributing to the achievement of the project goal of improved

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equitable and universal access to essential health services for all segments of the Cameroonian population through advanced community participation.

To effectively tackle the challenges within Cameroon's health systems and enhance community engagement, the recruitment of a Zonal Monitoring, Evaluation, and Learning (MEL) Officer is essential. This role will ensure robust monitoring and evaluation of project activities, facilitate data-driven decision-making, and support the continuous improvement of health initiatives aimed at achieving Universal Health Coverage.

The Zonal Monitoring Evaluation and Learning (MEL) Officers will be crucial in implementing and overseeing M&E activities across the designated zones. Their work will ensure that data-driven insights inform project decisions, facilitating adaptive management and continuous improvement in health service delivery.

This role will require close collaboration with CSOs and community health workers to develop a comprehensive understanding of health needs and the effectiveness of interventions.

## **2. Overall Job Description**

Each zonal MEL officer will lead all initial CLM, CBS, and SBC communication data processing from an average of 45 Health districts and an average of 300 health facilities. They lead data quality assurance for all four data streams for data from regions within their zone. Conduct triangulation on data with the relevant stakeholders and local sources. Monitors CLM advocacy action points at community, district and regional levels for all regions within the zone on the level of implementation. They will actively identify, document and share CLM advocacy success stories to be shared within the zone as well as with the central team and other zones. In terms of building CSO capacity, each zonal MEL will develop performance monitoring plans per region, CSO and District within the zone they cover. They will lead progressive CSO competency transfer on basic ME techniques and more complex ME areas related to data processing, management, transformation, and utilization. In collaboration with the Sub Award Management Specialist, they will review DCSO capacity-building plans quarterly to assess the level of implementation. They will generate CSO and District KPI

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performance quarterly and initiate Technology Assisted Remote Supportive Supervision (TARS2) to ensure supervision in areas where access is low or insecure

### 3. *Responsibilities*

- **M&E Framework Development:** Collaborate with the project management team to develop and implement a comprehensive monitoring and evaluation framework tailored to the project's objectives and indicators.
- **Data Collection and Analysis:** Design and implement data collection tools and methodologies to monitor project activities. Analyze quantitative and qualitative data to assess the effectiveness of interventions.
- **Field Assessments:** Conduct regular field visits to monitor project implementation, ensuring adherence to M&E protocols. Gather feedback from community members and stakeholders on the relevance and impact of health services.
- **Capacity Building:** Train CSOs and community health workers on M&E processes, including data collection, analysis, and reporting. Foster an understanding of the importance of data-driven decision-making in health governance.
- **Reporting:** Prepare detailed reports on M&E findings, providing actionable recommendations to the project management team. Ensure timely submission of reports to relevant stakeholders.
- **Collaboration:** Work closely with the Zonal Field Coordinator to ensure that M&E efforts align with project activities and objectives. Facilitate the integration of M&E findings into program planning and implementation.
- **Data Dissemination:** Share M&E results with stakeholders, including local health authorities and community members, to promote transparency and accountability. Organize workshops or forums to discuss findings and gather input for future interventions.

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- **Continuous Improvement:** Participate in regular project review meetings to contribute to adaptive management strategies based on M&E insights. Identify areas for improvement in project implementation and propose solutions.

#### 4. *Qualifications*

- The Zonal Monitoring Evaluation and Learning Officers must hold a minimum of MSc in Public Health, Epidemiology or biostatics with at least 2 years of monitoring and evaluation of public health community activities and data management.
- Experience with USAID monitoring and evaluation frameworks will be an added advantage.
- Strong analytical and reporting skills.
- Advanced Excel skills and other data management and analytic software
- Proficiency in English and French.

#### 5. **Composition of application file**

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

**NB:** Only shortlisted candidates will be contacted for interview.

Interested and qualified candidates should send the requested files to [hiring@reachoutcm.org](mailto: hiring@reachoutcm.org) or deposit an enclosed application at the Reach Out Head Office at Small Soppo, Wonganga, Buea, SWR.



*Modjenpa Bibiche*  
Assistant Executive Director  
Reach Out

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