

ACMSAssociation Camerounaise pour
le Marketing SocialPartenaire de 

CALL FOR APPLICATIONS FOR THE POSITION OF CONSULTANT DATA ANALYST

Background and rationale

The Cameroon Association for Social Marketing (ACMS) is seeking to recruit a Consultant Data Analyst (M/F) for its service needs.

The successful candidate will be responsible for using and analyzing collected and preserved platform data on sales, promotion/distribution, communication and other service delivery products, from various ACMS intervention areas (HIV, family planning, reproductive health, malaria, and child survival).

Activities to promote/distribute products and/or services and communication activities for the well-being of populations carried out by the Cameroon Association for Social Marketing generate a lot of data from different sources.

For a better follow-up of its various program and project indicators, ACMS has progressively set up since 2015, with technical support from PSI (Population Services International), an integrated system for collecting, entering and managing sales, distribution, communication and other services provision data.

This system, known as District Health Information System (DHIS2), facilitates the analysis and visualizing of performance levels of programs and actors in the field. As a result, donors and other public and private partners can have real-time access to program data and results. They can also interact or provide feedback on a particular observation for internal use.

Duty station: Yaoundé

Type of contract: Consulting Contract

Date of assumption of duty: August 2019

Job Description

Under the supervision of the Senior Coordinator of Research and Monitoring/Evaluation, The Consultant Data Analyst will have the following main responsibilities:

- Contribute to improving the system for monitoring and managing data gathered from the implementation of all ACMS project and program activities;
- Contribute to building a culture of using existing data for decision-making on programming;
- Contribute regularly to quality assurance (completeness, integrity, reliability, validity, accuracy, timeliness, etc.) of data collected by cross-referencing information;
- Manage the ACMS program and project interventions database on DHIS2, in collaboration with the M&E officers;
- Produce quantitative information summaries for the preparation of periodic reports (monthly, quarterly and annual) of activities of various ACMS programs;
- Contribute to providing feedback to all actors of the information system;

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Tél. : (237) 222 219 419

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Tél. : (237) 233 411 112

Agence du Nord-Ouest
B.P. : 863 Bamenda
Tél. : (237) 233 362 079

Agence du Nord
BP 858 GAROUA
Tél. : (237) 222 272 002

Sous-bureau de l'Adamaoua
Ngaoundéré
Tél. : (237) 242 007 7 94

Sous-bureau de
l'Extrême-Nord Maroua
Tél. : (237) 242 008 279

Sous-bureau de l'Ouest
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- Collaborate with the Monitoring and Evaluation Services of the Ministry of Health to ensure the integration of results of the country's key indicators;
- Systematically work out and improve the dashboards of ongoing interventions/projects;
- Analyze data from DHIS2 and transfer to Stata, as recommended by ACMS project managers and research team;
- Contribute to the drafting of funding proposals;
- Contribute to the drafting of scientific articles and publications;
- Perform other duties as part of his/her duties and skills at the request of his/her supervisor.

Qualifications and professional experience required

- Hold **at least a Bac (A-Level) + 3 in Statistics, Demography, Epidemiology, Computer science or other equivalent disciplines;**
- Have **at least two (2) years** of professional experience in Project/Program monitoring and evaluation, with design and management of information system;
- Have experience in supervising collection work, quality control of routine data entry or surveys;
- Have experience in computer information system analysis, programming and database management under Microsoft Access, SQL, etc. Previous experience with DHIS2 would be an asset;
- Be able to process data in Microsoft Excel (writing calculation formulas, calculating averages, producing graphs, etc.);
- Have experience in data processing with EpiData, CSPro or other similar software;
- Have a good experience in data analysis with Stata.

Skills and Values

- Excellent synthesis, precision and conciseness ability;
- Accustomed to handling figures and sensitive to details;
- Accustomed to working under pressure;
- Strong ability to take initiatives;
- Good physical and moral aptitude;
- Good team spirit;
- Easiness to establish relationships
- Proficiency in English: an asset

Application file:

- 1) A motivation letter;
- 2) A detailed curriculum vitae (CV) following the form available for this purpose on the website; <http://www.acms-cm.org>;
- 3) Photocopies of required certificates;
- 4) A photocopy **of a valid identification document;**
- 5) Photocopies of **documents justifying the candidate's experience** (Attestations of internship and employment, work certificate or any other relating document).

Submission of files

The complete files should be submitted in an anonymous envelop with the mention:
"Application for the position of Consultant Data Analyst at ACMS"

1. At ACMS headquarters in Yaounde located at Dragages in the Mballa II neighborhood. Tel/Fax: 222 20 92 24
2. At the regional office in Garoua located at *quartier route aéroport, carrefour sept*, next to the North regional highways and traffic police station Tel: 222 27 20 02
3. At the Maroua Liaison Office located in the Dougoï neighborhood, Tel: 655 82 84 84 / 656 20 03 12
4. At the Ngaoundere Liaison Office located in the Administrative neighborhood, Tel: 690 12 46 66 / 693 42 25 57
5. At the Regional Office in Douala located in the Ndogbati neighborhood (Carrefour Agip) next to Maison du cycle, Tel: 333 -41 -11 -12
6. At the Regional Office in Bamenda located at COW STREET-NKWEN Tel: 333 36 20 79 / 691 60 26 98

NOTE: Deadline for submission of files: Wednesday, 3rd July 2019.

Female applications are strongly encouraged and only shortlisted candidates will be contacted.

ACMS reserves the right to recruit at a lower level or on the basis of a modified job profile.

Yaoundé, 19th June 2019

The Acting Executive Director



Annie Michèle MABALLY

Handwritten initials in blue ink.