

Data Managers (02)

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Job Summary

Vacancy : 1

Deadline : Dec 26, 2024

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Employment Status : Full Time

Experience : 1 - <3 Years

Salary : The salary for this position is very competitive, attractive and negotiable

Gender : Any

Career Level : Mid Level

Qualification : BS

Job Description

Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus on three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human health to mitigate threats posed by diseases; and improve service delivery at all health levels. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation, and several bilateral organizations.

Purpose of the Role

To strengthen its operational capacities for the implementation of phase II of the “Saving Lives and Livelihoods” program, GHSS is currently seeking outstanding, qualified, and experienced Data Managers to collect data on the vaccination program.

Primary duties and responsibilities

Under the guidance and supervision of the M&E officer, the Data Manager will work closely with the MOH, to collect data of the vaccination program. The following are the specific tasks:

- Ensure data on all assigned key performance indicators are recorded daily ;
- Ensure all data shared with the M&E team is reviewed and validated by MoH;
- Prepare daily and weekly update on all key performance key indicators (or as required by the M&E Team) and share;
- Participate in GHSS’ internal ECHO meetings to update on data collected
- Assist with any other vaccination data management-related activities as requested by the Project Coordinator or M&E Lead;
- Work closely with the MOH EPI case team and represent GHSS at various data validation meetings
- Issue recommendations of ideal scope and requirements for vaccination data management and monitoring.
- Assess the feasibility to leverage on existing infrastructure and tools (mobile data collection platforms, data warehousing, etc) vaccination data management and reporting.
- Directly responsible for all data needed at the zonal level;
- Follow up with proper and accurate data collection from facilities
- Input and Collate data from facilities and districts health services;
- Contribute to create and enforce policies for effective data management;
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data collected within the Zone
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects;
- Contribute to establish rules and procedures for data sharing with upper management, external stakeholders etc.
- Support others in the daily use of data systems and ensure adherence to legal and institutional standards;
- Assist with reports and data extraction when needed;
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.);
- Ensure digital databases and archives are protected from security breaches and data losses;
- Troubleshoot data-related problems and authorize maintenance or modifications;
- Perform other duties as required by the employer

Submission of Application: Complete application files comprising an application, a motivation letter, curriculum vitae and copies of the required academic qualifications should be submitted online via recruitment@ghsscm.org. **Deadline for submission of application: December 26, 2024**

• We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file and on time.

• Only selected candidates will be contacted for interviews.

• If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.

Education & Experience

- Bachelor’s degree in Medical Sciences or related field or its equivalent professional training. A background in public health will be preferred;
- Formal qualifications in data management will be a strong asset.
- Familiarity with data collection, analysis, and reporting processes.
- Prior experience of involvement in any activities related to immunization program and reporting and/or reporting is desirable;

Must Have

- Strong ability to establish priorities, work within tight timelines and multitask;
- Solution-oriented and deadline-driven with strong organizational and analytical skills.
- Good mastery of Microsoft Office programs (Excel), MS 365 programs, and internet operations
- Excellent writing and reporting skills.
- Possess excellent communication and interpersonal skills.

Educational Requirements

BS

Compensation & Other Benefits
