



VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM - Sierra Leone

22 Wilkinson Road, Freetown and 9 Jah Section, Pujehun

Sierra Leone.

Position: Coordinators X2

Reports to: Project manager and Country Manager

Location: Kailahun, Kenema and Pujehun

Duration: 1 Month

Closing Date: 8th May 2024

Position Summary

The Coordinator will be pivotal in over seeing the household survey and data management in the ENI cooking stove baseline assessment which will be conducted in the above 3 districts. As the responsible for accurate data collection, analysis, and interpretation, you'll be at the forefront of empowering strategic decision-making processes. Collaborate closely with a diverse array of teams, including Consultants, Experts, Supervisors, and Enumerators, as you champion data integrity and deliver consistent, insightful reporting. Seize the opportunity to make a lasting impact in a role that not only values your skills but also offers an exciting environment for community growth and achievement.

Coordinator Responsibilities

- **Manage and maintain the database:** You will be responsible for organizing and maintaining Data collection teams, ensuring data accuracy, and implementing data security protocols. This includes data cleaning, data entry, and data validation.
- **Data Collection and analysis:** Supervise the collection of data from required households, perform data analysis and generate a report.
- **Data Validation and Quality control:** Review and validate data sets to ensure accuracy and completeness. Develop and implement data quality control processes to identify and resolve data discrepancies or errors. Collaborate with other team members to ensure data consistency and quality across different systems.
- **Collaborate with cross-functional teams:** Work closely with Experts, and other stakeholders to understand data needs and requirements and ensure data is effectively utilized to support data collection objectives.

- **Data reporting and visualization:** Generate reports to communicate data insights to stakeholders. Utilize data visualization tools to present data in a clear and understandable format. Provide recommendations based on data analysis to support decision-making.

Experience, Skills & Competencies

- 3-5 years of experience working with an International Non-governmental organization on collecting and managing data
- Experience in statistical software used for data analysis, such as STATA, SPSS is an added advantage,
- Experience and knowledge of database systems/software SQL, Ms. Access.
- Demonstrated experience in coordinating data collection and management
- Demonstrated experience in conducting basic data analysis and producing summary and detailed reports of processed data; ability to process written reports and use spreadsheets
- Experience in managing and enforcing data quality assurance protocols.
- Knowledge of General Data Protection Regulations (GDPR)
- Detail oriented and highly organized, able to multi-task
- Willingness to spend substantial time in the field.
- Prolifèrent in Microsoft Office Suite applications.
- Demonstrated experience in managing online databases, and data collection platforms
- Experience with managing Computer Assisted Interviewing (CAI)
- Experience in GIS data collection and development
- Excellent interpersonal, organizational, verbal and written communication skills.

Qualification

- A degree in public health, statistics, computer sciences, social sciences or a related discipline.

Preferred Qualities

- At least three years' experience working in data collection and management;
- Experience in conducting community/ Household surveys.
- Understanding the geographical location of Kailahun, Kenema and Pujehun
- **Fluency in Mende and English languages.**

Requirement

- Strong data collection, analysis and report writing skills
- Ability to work independently, think analytically and take initiative in solving problems

- Ability to work in a group and build strong working relationship with colleagues and other partners
- Strong commitment to CUAMM codes of conduct including safeguarding policy.

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY!!!!

How to apply

Interested candidates should apply by email attaching CV + cover letter ONLY (preferably as a single attachment) to **sierraleonehr@cuamm.org**, or by delivering the application letter to CUAMM offices– 22 Wilkinson Road Freetown or Jah Street 9A Pujehun- handing it over to the HR/ Logistic Department, not later than **May 8th 2024**.

The subject of the email should be APPLICATION FOR COORDINATOR and the attachments should be saved with the applicants full name.

Short-listed applicants will be invited for an interview at the CUAMM office in Pujehun. Please note that, this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

Closing date for receipt of applications for the above vacancy is 17.00 on Wednesday 8th May, 2024

Only short listed candidates will be contacted.