

### CALL FOR APPLICATIONS

<b>Post</b>	<b>Data Manager</b>
<b>Department</b>	<b>Data and Information Systems</b>
<b>Location</b>	<b>CRID, Yaoundé, Cameroon</b>
<b>Contract</b>	Full-time, Fixed Term – 3 years
<b>Report to</b>	Project Co-Lead
<b>Job Purpose</b>	For the need of its service, CRID is looking to recruit a <b>Data Manager (DM)</b> . the ideal candidate will oversee the design, collection, management, and analysis of all project data. The role will establish and maintain robust data management systems, ensure data quality and security, and provide timely, accurate datasets for analysis and reporting. The Data Manager will work closely with technical teams to support evidence-based decision-making for malaria control research.

<b>Main Duties &amp; Responsibilities</b>
<b>Data Collection &amp; Entry:</b> Oversee accurate and timely entry of data from multiple sources; document methods and tools used.
<b>Data Quality &amp; Integrity:</b> Clean, validate, and verify datasets regularly; monitor and resolve discrepancies.
<b>Database Management:</b> Develop, manage, and maintain secure project databases; update systems and tools as required.
<b>Data Analysis &amp; Reporting:</b> Generate reports, dashboards, and summaries; support technical teams with data insights for planning and decision-making.
<b>Compliance &amp; Security:</b> Ensure compliance with organizational and international data protection regulations (e.g., GDPR); implement security protocols to safeguard sensitive information.
<b>Capacity Building:</b> Train staff on data entry, quality assurance, and system use; provide ongoing technical support in digital reporting tools.



## Qualifications, Skills, and Experience:

### ***Essential***

- Bachelor's degree in Data Science, Statistics, Information Systems, Computer Science, or related field.
- Proven experience in database management, data analysis, or monitoring & evaluation (M&E).
- Proficiency with data management tools/software (e.g., RedCap, SurveyCTO, MS Excel, SQL, Access, DHIS2, Power BI).
- Understanding of data protection regulations (e.g., GDPR).
- Strong analytical, organizational, and problem-solving skills.
- High attention to detail and ability to manage large datasets.
- Strong communication and training abilities.

### ***Desirable***

- Experience working on research projects, NGOs, development programmes, or corporate data systems.
- Familiarity with statistical software (SPSS, R, Stata).
- Experience using cloud-based storage and collaboration platforms.

### **Benefits**

- Competitive salary commensurate with experience.
- Health insurance coverage and annual leave.
- Professional development and training opportunities.
- Opportunities to engage in international research collaborations.
- Supportive and inclusive working environment.

## APPLICATION INSTRUCTIONS

Applicants must submit the following documents as a single PDF

A cover letter outlining relevant experience and motivation for the position.



A curriculum vitae (max. 3 pages).

Copies of Certificates and transcripts.

Contact information for two professional referees.

<b>Working conditions</b>	Full time, 40 hours per week.
	Contract Duration: 03 years
<b>How to Apply</b>	Click on this link to apply: <a href="https://forms.gle/GvdrFW4zYmZ7URQG8">https://forms.gle/GvdrFW4zYmZ7URQG8</a>
<b>Deadline for applications</b>	12 October 2025

**Note:**

- Applications from **women** strongly encouraged.
- Only shortlisted candidates will be contacted.