COMINSUD
Community Initiative
for Sustainable Development

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11th November 2025

From: Office of the Board Chair

To: Interested and Qualified Candidates

JOB VACANCY ANNOUNCEMENT

Position: Information Management Officer

Project: FLASH Project – Sponsored by DRC (Danish Refugee Council)

Duty Station: Bamenda, North West Region and beyond as required

Type: Full-time Contract

Duration: 5 Months

Start Date: As soon as possible

Deadline: 18 November 2026

COMINSUD is implementing the FLASH Project in partnership with DRC in the North West Region. The project provides emergency assistance and protection services to conflict-affected populations. We are looking for a committed and detail-oriented officer to manage project data, monitoring, and learning.

Job Description: Information Management Officer (IMO) with Some MEAL Responsibilities

Purpose:

- Lead efficient, accurate, and timely collection, organization, analysis, and dissemination of information for the FLASH Project and COMINSUD.
- Ensures that MEAL (Monitoring, Evaluation, Accountability, and Learning) functions are integrated into humanitarian operations, strengthening evidence-based decision-making, accountability, and learning in line with IM standards, for various in which COMINSUD is involved with respect to humanitarian activities.

Core Responsibilities:

- Manage compliant databases, ensuring data quality, security, and accessibility.
- Develop and maintain harmonized indicators, 5Ws/3Ws dashboards, maps, and analytical products for relevant sectors.

- Oversee data collection tools (e.g., Kobo, MS Forms, GIS) and ensure alignment with MEAL frameworks and promote their analytical use for decision-making.
- Provide technical support for MEAL systems, including performance monitoring, outcome tracking, and evidence synthesis.
- Produce regular reports on humanitarian needs, response activities, challenges, as well as document lessons learned, best practices, and adaptability measures for evolving contexts.
- Conduct needs, gap, and impact analyses to inform policy, programming, and resource allocation.
- Ensure timely, accurate, and transparent reporting to various sectors.
- Facilitate information flows among humanitarian actors, UN agencies, and national/local stakeholders as well as develop and implement an IM strategy and dissemination plan for MEAL products.
- Support joint assessments, multi-sectoral analysis, and cluster meetings with MEAL inputs.
- Identify training needs and lead capacity-building on IM and MEAL systems.
- Integrate MEAL indicators into coordination processes and ensure monitoring and evaluation of programme outcomes, ensuring accountability to affected populations.
- Advise on robust community engagement and feedback mechanisms as part of accountability frameworks

Required Qualifications:

- Bachelor's degree in Information Systems, Data Science, Statistics, IT, or related field.
- Minimum 3 years' experience in information management/M&E, preferably in emergencies.
- Proficiency in Excel, SPSS/STATA, GIS, Kobo, Power BI, MS Forms.
- Familiarity with CPIMS+, GBVIMS+, and OCHA IM standards.
- Experience in NW/SW Cameroon and complex humanitarian contexts.
- Excellent analytical, organizational, and communication skills.
- Fluency in English (written and spoken) and working knowledge in French.

How to apply:

- Cover Letter addressed to the Board Chair, COMINSUD
- Updated CV with 2 references
- Copies of Diplomas / Certificates

Interested candidates should submit their application addressed to the **"The Board Chairperson - COMINSUD"** through the email cominsud_ngo@yahoo.com , on or before Wednesday 18th November 2026 at 2.00 pm.
Only shortlisted candidates will be contacted for a written test and interview.

MANAGEMENT COMINSUD

11th November 2026