



Call for Applications – Data Entry Clerks (4 positions) for the Data Science without Borders (DSWB) Project

Background

The Data Science without Borders (DSWB) project is a pan-African initiative funded by Wellcome and implemented in Cameroon through the Douala General Hospital in collaboration with the African Population and Health Research Center (APHRC). It aims to strengthen the use of data science, artificial intelligence, and machine learning to improve health systems and decision-making. In Cameroon, the project focuses on enhancing the quality and use of health data, including electronic medical records, by supporting innovative data collection and analysis methods. To support these efforts, DSWB is recruiting four (4) Data Entry Clerks to assist with field data collection and digital data entry over a three-month period.

Position Details

- Job Title: Data Entry Clerk
- Number of Positions: Four (4)
- Duration: 3 months
- Location: Douala, Cameroon
- Start Date: August 2025

Responsibilities

Successful candidates will:

- Collect and enter field data using mobile devices (smartphones/tablets).
- Ensure data accuracy and completeness.
- Sync and backup data regularly using DHIS2 or other specified systems.
- Work closely with field teams and project coordinators.
- Adhere to data confidentiality and protection protocols.

Eligibility Criteria

Ideal candidates should meet the following requirements:

- A minimum of a Bachelor's degree (BSc) in Health Sciences, Data Science, Computer Science, Epidemiology, or a related field.
- Proficiency in Microsoft Excel and other spreadsheet tools.
- Familiarity with DHIS2 or other health information systems is highly desirable.
- Ability to use a smartphone or tablet for data collection.

- Excellent time management skills with the ability to work under pressure and meet tight deadlines.
- Fluency in both English and French (spoken and written).

Application File

Interested applicants should submit the following documents:

1. A cover letter expressing motivation and suitability for the position.
2. A detailed and up-to-date CV.
3. Copy of Bachelor's degree or academic transcripts.

Selection Criteria

Candidates will be shortlisted based on the relevance and completeness of their application files. Only shortlisted candidates will be contacted for interviews.

Deadline for Applications: 18th July 2025

How to Apply

Please submit your complete application file via email to dswb-cameroon@hgd.cm by 18th July 2025, with the subject line: Application – Data Entry Clerk – DSWB.