



ICAP

Empowering Health
Columbia University
Mailman School
of Public Health

I. Post Information

Job Title: **Data and Sample Collector**
Supervisor Title/ Level: **Project Coordinator, BG-6**
Organizational Unit: **COVID SEROSURVEY Program**
Location: **Three of 10 Regional Capitals**

Job Level: **BG-5**

II. Organizational Context and Purpose for the job

Project Description

Since the beginning of 2020, COVID-19 has reached pandemic proportions in the world with over 2.5 million cases reported globally. On March 6, Cameroon notified the World Health Organization (WHO) of their first COVID-19 case and the number of confirmed cases has since been steadily increasing. Cameroon is currently the 5th most severely affected African country, in terms of number of reported cases.

This project will examine the sero-prevalence of SARS-CoV-2, the virus that causes COVID 19 in urban centers of the 10 regions of Cameroon as well as associated risk factors of the populations of these cities.

ICAP in collaboration with the Cameroon Ministry of Public Health and the US Centers for Disease Control and Prevention (CDC) will be implementing the surveillance activity. ICAP at Columbia University is the direct award recipient of this grant from the CDC and has overall responsibility for the survey and its implementation, including protocol development, coordinating preparations with all stakeholders, supervision and monitoring, development of the data dissemination.

III. Key functions, accountabilities and related duties/tasks

Position Summary

Under the supervision of the Project Coordinator, the Data and sample Collector will be responsible for collecting blood samples from survey participants, packaging them for transport, processing them and then preparing them for shipment to the central laboratory for analysis. S/he is responsible for ensuring samples are correctly labelled and are of the highest quality by integrating appropriate quality control across the entire chain of custody. S/he will ensure the

correct use of all the survey data collection tools in his area of competence. In addition, s/he will work closely with the other team members to ensure that all geographical areas of the study are covered in order to reach the target population and sample size. S/he will also enter data on a daily basis in the mobile application developed for this purpose.

Role and Responsibilities

1. Plan and organize data collection in the community.
2. Identify candidates for the survey while respecting the study methodology (criteria for inclusion and exclusion from the study, technique of choice, etc.).
4. Obtain informed consent from respondents.
5. Conduct interviews with survey subjects per the interview guide.
6. Collect survey data and enter them into the mobile application found in the tablet.
7. Ensure that the sample size to be investigated is reached.
8. Participate in the daily/weekly study coordination meetings.
9. Work in close collaboration the District Health teams of the communities selected for the study.
10. Prepare sample collection materials per survey SOPs and ensure they are available at the community site.
11. Draw blood from survey participants and ensure they are stored in correctly labeled tubes.
12. Package samples that have been collected appropriately on the field and ship them for processing to the regional lab.
13. Ensure samples are appropriately processed in the regional lab and packaged for shipment to the central lab.
14. Oversee sample transport to the central lab.
15. Maintain appropriate cold chain of samples
16. Keep an inventory of sample collection as well as related materials
17. Perform other tasks assigned by the COVID Project Coordinator.

Experience, Skills, and Minimum Required Qualifications

- Bachelor's Degree in Biomedical Sciences
- Experience in database administration, in the electronic management of hospital data (minimum 2 years);
- Previous experience handling sample shipment logistics will be an asset;
- Expertise to enter, transcribe, record, maintain data/ information in written or electronic forms.
- Excellent command of Word, Excel, PowerPoint software;
- Experience in public health or epidemiology is desirable;
- Have experience in the context of statistical surveys;
- Having worked in the health system will be an asset;
- Be able to respect professional secrecy and confidentiality rules;
- Ability to work under pressure and meet deadlines

V. Other

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (I) ▪ Working with people (I) ▪ Drive for Results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Analysis (I) ▪ Learning and Researching (I) ▪ Planning and Organizing (I) ▪ Following Instructions and Procedures (I)
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VII. Recruitment Qualifications	
Education (minimum):	Bachelor's Degree in Biomedical Sciences
Language Requirements:	Excellent oral and written French / English ability with fluent expression of local languages