Information Manager- Cameroon

Location: Yaounde, Cameroon

Deadline: 12 January 2026

Required: Experience with Power BI and DAX, or similar BI software knowledge of DB management using SQL

Organization Background

Founded in 2011, the International NGO Safety Organization (INSO) is an international NGO that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations, and training. INSO provides daily support to more than 1,350 NGOs operating in 24 of the world's most insecure countries. INSO is registered in the Netherlands, with its headquarters located in The Hague, a city renowned for its international focus on peace and justice.

INSO Cameroon:

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regional office in Bamenda and an antenna in Maroua. The national office is located in Yaounde, the capital. Armed group fragmentation, intercommunal violence, climate-related disasters and weak socio-economic infrastructure have generated significant humanitarian needs in one of the world's most neglected crises, where access and safety risks for NGOs remain high and where INSO's field-based data, crisis support, alerts, coordination and contextual analysis are essential to informing high-quality humanitarian programming. As part of INSO in Cameroon, you will support around 100 local and international NGOs to provide vital aid more safely and efficiently in the two crises-affected regions of Cameroon: the North West South West and the Far North.

Job Summary

As the Information Manager, you are responsible for complete understanding of all Conflict & Humanitarian Data Centre (CHDC) data entry, capabilities, storage, and security. You will manage and coach a team composed of an Information Officer. You are the focal point for CHDC and the Partner's Portal (IPP). In addition, you will provide technical support to the programs team for creating visualizations and dashboards. This role is based in Cameroon and reports to the Deputy Director.

Main Duties and Responsibilities:

Management

- Supervise and support Information unit staff.

- Provide technical trainings.

cybersecurity and information management.

- Participate in relevant IM and MEAL coordination spaces in Yaounde.

Conflict & Humanitarian Data Centre (CHDC)

- Be the focal point of CHDC and understand the methodology with expert knowledge of the platform.

- Ensure that information recorded is correctly categorized, promptly updated, and is properly accessed.

- Monitor, assess, and continuously improve the accuracy and precision of data collected.

- Provide CHDC training and inductions to staff.

INSO Partners Portal (IPP)

- Be the focal point of IPP and understand the registration process.

- Guide the partners through the registration process and provide solutions to questions about the system.

- Monitor and update the registration of INSO partners.

Visualization activities

- Fill information needs and sources in collaboration with the Safety Advisors and Operations team

- Aggregate data for analysis and presentation

- When needed, produce high quality maps, graphs, and other products to support INSO's analysis and facilitate NGOs' understanding of the conflict

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- Actively work with Program, Operations, and Training departments to understand and respond to their needs

- Train Information Officers/Assistants, Safety Advisors (and Assistants), or any other position on data-entry responsibilities and data integrity

- Manage and regularly update SharePoint folders with relevant materials

- Gather materials for advertising INSO services under the guidance of the corresponding departments

Requirements

Essential:

- 5+ years of experience in data management and visualization, in a similar humanitarian organization and context

- Experience with Power BI and DAX, or similar BI software (such as Tableau)

- Knowledge of database management using SQL

- Knowledge in scripting languages such as Python or R

- Knowledge and understanding of theories, concepts and approaches relevant to GIS and the management of information in crises contexts

- Strong command of spoken and written English

- Master's degree or equivalent in Information Systems, Computer Science, Data Management, GIS, or relevant

- Working proficiency in French

- Staff management experience

- Experience with ArcGIS and strong technical skills including creating topologically correct shapefiles and geodatabases

- Prior knowledge of relevant region context is an asset, working experience in this region

Core Competencies:

- **Analytical** – Interprets complex data with accuracy to support decision-making.

- **Collaborative** – Fosters teamwork and shared goals across diverse groups.

- **Diplomatic** – Builds trust and inclusion through empathy and listening.

- **Communicative** – Conveys information clearly and adapts to the audience.

- **Proactive** – Anticipates issues and suggests practical, forward-thinking solutions.

- **Resilient** – Stays focused and adaptable in dynamic, high-pressure situations.

INSO's Safeguarding Policy

INSO is fully committed to the safe recruitment, selection and vetting of all potential new staff, trustees and volunteers, and we will ensure rigorous compliance with our

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Terms & Conditions:

12-month renewable contract, €5,000 per month salary, 4 calendar days annual leave per month, and 7 calendar days of R&R every 3 months with a €1,250 R&R allowance each cycle, housing, global medical coverage (excluding USA) and AD&D insurance.

How to apply

Please submit completed applications to **jobs@cmr.ngosafety.org** and reference **'IM'** in the subject line. Applications should be in English and include:

- An updated CV

- A one-page cover letter detailing why you are interested in working for INSO and how your qualifications align specifically with the competencies required for the role.

Please do not send any additional information. Only short-listed candidates will be contacted.

Apply Here: mailto:jobs@cmr.ngosafety.org