

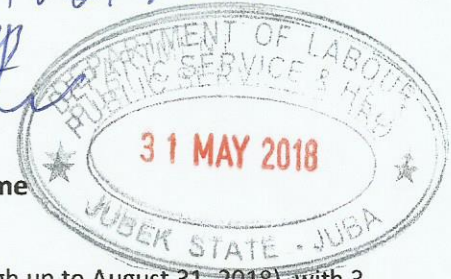
THE
CARTER CENTER



Job Advertisement

Data Clerk – Trachoma Control Programme

Approved
31/05/2018
[Signature]



Locations: 1 Position; Kapoeta and Torit State:

Contract duration: Three-Month Term Limited Service contract (Contract through up to August 31, 2018), with 3-month probationary period with the possibility of contract extension.

Reporting line: Under the overall Supervision of the Trachoma Control Program Technical Advisor/Program Officer.

Job Purpose: Under the direct supervision of the Technical Advisor, the Data Clerk will store, enter, analyse and present data/Monthly and timely report on quality data, (MDA, Surgical, inventory and Quick Books reports). Proper filing of data in both soft and hard copies and complete quality data sets.

Key Responsibilities:

- Coordinate data collection, enter and run analyses of monthly TCP reports in an organized, timely, and accurate manner.
- Spend time in remote locations for extended periods, to ensure data is collected properly
- Conduct and/or attend data collection trainings for relevant community and county personnel.
- Maintain accurate stock records for all TCP support materials.
- Design entry screens in EPI info or Access and able to build forms, and efficient report formats.
- Assist with administrative duties in absence of trachoma control program TA/Manager.
- Liaise with and provide feedback to national, state trachoma coordinators, civil authority, partners and other stake holders in monitoring and evaluating the hygiene and sanitation and environmental improvement activities in their respective locations.
- Play an active role to advocate and promote intersectoral collaborations with stakeholders and other actors in application of SAFE strategy activities through the timely presentation of data.
- Carry-out any other duties as requested by Trachoma Control Technical Advisor/Program Manager.

Person Specifications:

- South Sudanese National only
- Diploma in M&E, Qualitative analysis, Statistics or Bio Metrics, Development Studies or related field
- Good understanding and usage of quick books, reporting writing, excel
- Interpersonal relations with local partners and/or state actors (MoH and or Health agency)
- Other skill set needed; administrative skills, time management, project coordination role
- 2 years' experience in similar role from a reputable institution or health cluster

Application deadline: 15th June 2018.

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted, applications from **women candidates** are highly encouraged to apply.

For Interested candidates, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position to HR Dept. recruitment-SSD@cartercenter.org (attachments in .doc or .pdf formats only) of not more than 3 pages.

Hand Delivery:

The Carter Center
Munuki Industrial Area, Juba, South Sudan