



Reducing deaths and suffering from Tropical Diseases

VACANCY ANNOUNCEMENT

Data Entry Officer - Epidemiology/Entomology



Location	Jamjang, South Sudan
Organisation	The MENTOR Initiative
Reports to	Operational Research Study Coordinator - Jamjang
Position type	Full-time, fixed-term
Duration	As soon as possible through September 2027, with possible extension subject to funding
Positions	One (1)
Application deadline	20 September 2026
Funding status	This recruitment and appointment are subject to confirmed funding

Organisational Background

The MENTOR Initiative (MENTOR) is an international humanitarian organisation specialising in disease control and improved access to essential health services in emergency, fragile and hard-to-reach settings. MENTOR works with governments, communities and partners to reduce illness and death from tropical and vector-borne diseases.

MENTOR has operated in South Sudan since 2012, delivering disease-control, research, emergency health and community-based interventions in complex and underserved locations.

Position Summary

The Data Entry Officer will support high-quality epidemiological, entomological, sociodemographic, qualitative and laboratory data management for MENTOR's operational research activities in Jamjang. Working under the direction of the Operational Research Study Coordinator and in close collaboration with the Research Officer and field teams, the post-holder will manage digital data-collection tools, complete daily data checks, support field users and maintain accurate, secure and protocol-compliant study records.

Key Duties and Responsibilities

Digital Data Collection and Systems

- Develop, configure, test, deploy and maintain KoboToolbox/KoBo forms and XLSForms in accordance with approved study and programme requirements.
- Apply appropriate skip logic, validation rules, calculations, repeat groups, GPS fields and relevance conditions.
- Maintain controlled versions of forms, data dictionaries, codebooks, user lists and other data-management documentation.
- Provide timely technical support to enumerators, supervisors and research staff using digital data-collection tools.

The MENTOR Initiative is registered in England and Wales. Company Registration Number: 5126149
Registered Office: Delta House, 16 Bridge Road, Haywards Heath, RH16 1UA, United Kingdom

Email: info@mentor-initiative.org

MENTOR saves lives in emergencies through tropical disease control and then stays to help people recover from crisis with dignity—working side by side with communities, health workers and health authorities to leave a lasting impact. Head Quarters: 4th Floor (South Suite), Burns House, Harlands Road, Haywards Heath, RH16 1PG.

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Data Entry, Quality Assurance and Management

- Complete or oversee the timely entry and upload of epidemiological, entomological, sociodemographic, qualitative and relevant laboratory data received from field teams.
- Conduct routine checks for completeness, consistency, duplicates, outliers, missing values and unusual records, and document the resolution of queries.
- Implement data-validation and quality-control procedures approved by the study team.
- Prepare regular clean datasets, summaries, tracking sheets and data-quality updates for the Operational Research Study Coordinator and Research Officer.
- Maintain secure filing, backup and controlled access to electronic and hard-copy study records, respecting confidentiality and data-protection requirements.

Field Support and Supervision

- Brief and train enumerators, supervisors, community health workers and other relevant staff on study tools, data standards, device use and reporting timelines.
- Support field supervision to confirm that data are collected accurately, completely and in accordance with the approved study protocol and standard operating procedures.
- Monitor timely submission of data from study sites and follow up incomplete or inconsistent records with responsible team members.
- Support mapping of selected study locations and households where required by the protocol.
- Facilitate effective communication between field teams and the research coordination team, including interpretation in relevant local languages when required.

Research Protocol, Ethics and Stakeholder Support

- Become fully familiar with the approved study protocol, data-collection tools, consent procedures and applicable standard operating procedures.
- Support the Research Officer to brief relevant camp managers, community leaders and stakeholders on study activities and data-collection arrangements.
- Verify that informed consent is requested, recorded and stored as required by the approved protocol before participant data are collected.
- Immediately report consent, confidentiality, safeguarding, data-integrity or protocol concerns to the line manager through the appropriate channels.
- Contribute to the preparation or revision of standard operating procedures, training materials, work instructions and data-collection tools.

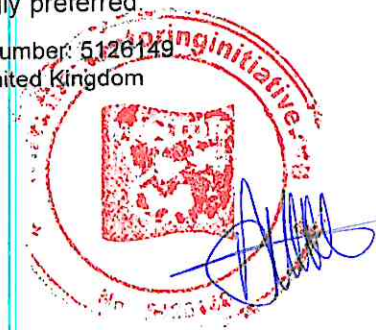
Coordination and General Responsibilities

- Maintain regular communication with the Operational Research Study Coordinator, Research Officer and relevant programme, logistics and field colleagues.
- Support reasonable local procurement planning for approved study materials, without exceeding delegated authority.
- Complete related administrative tasks and maintain clear records of work undertaken.
- Perform other reasonable duties relevant to the role as assigned by the line manager.

Required Qualifications and Experience

- Bachelor's degree in Information Technology, Data Management, Statistics, Epidemiology, Public Health, Computer Science or another relevant field.
- At least three years of relevant experience in data entry, data management, monitoring, research or a related function; experience in field research or humanitarian settings is strongly preferred.

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- Demonstrated practical experience with KoboToolbox/KoBo and XLSForm including form design, testing, validation and troubleshooting.
- Experience managing complex forms using skip logic, calculations, GPS, repeat groups and relevance conditions.
- Experience supporting or supervising field data collectors, enumerators or survey teams.
- Strong computer skills, including Microsoft Excel and secure electronic file management.
- Fluency in spoken and written English and working ability in Arabic and Dinka are required for field communication in the study area.

Skills and Competencies

- High attention to detail and ability to identify, investigate and correct data-quality problems.
- Ability to organise competing tasks, meet daily deadlines and maintain accurate records under field conditions.
- Clear communication, training, teamwork and problem-solving skills.
- Respect for research ethics, informed consent, confidentiality and responsible data handling.
- Integrity, accountability, cultural sensitivity and commitment to MENTOR's safeguarding standards and Code of Conduct.
- Willingness to work flexibly and travel to study sites when required, subject to security procedures.

Working Conditions

The position is based in Jamjang and may require field travel. The normal working week is governed by the employment contract and applicable MENTOR policies. Occasional weekend or out-of-hours work may be required for research activities; working time and rest arrangements will be managed in accordance with organisational procedures and applicable South Sudan labour requirements.

Safeguarding and Professional Conduct

The MENTOR Initiative has zero tolerance for sexual exploitation, abuse, harassment, mistreatment, fraud and other unethical conduct. All staff must comply with MENTOR's Code of Conduct and safeguarding policies. As part of safer recruitment, MENTOR may contact previous employers to obtain relevant information concerning substantiated misconduct, subject to applicable procedures and consent requirements.

How to Apply

Submit

Email

Subject line

Deadline

CV, cover letter and contact details for three referees, including the most recent employer

recruitment.southsudan@mentor-initiative.net

Data Entry Officer - Jamjang

20 September 2026

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted. MENTOR does not charge any fee at any stage of the recruitment process.

Qualified female candidates are strongly encouraged to apply.

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