

THE
CARTER CENTER



Job Advertisement

Program Officer, Eye Care Department (1) –MOH, Juba, Republic of South Sudan

The Carter Center (TCC) provides Technical Support to the Ministry of Health (MOH) – the Republic of South Sudan for the Guinea Worm Eradication Program, River Blindness and Lymphatic Filariasis (RB/LF) and Trachoma Control Programs. The Carter Center is currently seeking to recruit a dynamic, qualified candidate for the post of **Program Officer** to be based at MOH Eye Care Department, Juba, Central Equatoria State, Republic of South Sudan.

Title: Program Officer, MOH (1 Position)
Duty Stations: MOH Eye Care Department- Juba
Duration: Current- August 31st, 2025, with future renewal possible based on performance and funding
Closing Date: May 02, 2025
Probation: 3 Months

Reporting to: Trachoma Program Manager, The Carter Center.

Job Purpose: The Program Officer will be the point person for eye care related activities currently supported by the Cure Blindness Project and The Carter Center. They will support the South Sudan MOH Eye Care Department and implementing partners under the direction of The Carter Center and the Cure Blindness Project.

Key Responsibilities:

Program Management

- Plan and implement effective programs in South Sudan to support the MOH Eye Care Department in capacity building, infrastructure, and patient care objectives including: maintain outreach schedules, build budget plans for outreaches, map out logistical needs for local and international volunteers, and submit payment requests.
- Provide monthly high-level management reports that include expenditures, updated outreach schedules, patient data collection, and explore new opportunities including outreaches, training, and equipment maintenance needs.
- Establish and maintain relationships with key government officials, non-governmental organization (NGO) partnerships and other stakeholders. Leverage relationships to advance the eye care advocacy agenda.
- Provide additional technical assistance to local partners as necessary to maintain high standards of compliance and patient care.



- Maintain partner agreements and track programmatic and financial activity against those agreements.
- Work to advance key initiatives in the country including health systems assessment and voluntary national review, working closely with the MOH and key partners and donors.

Operations and Financials

- Ensure effective, transparent use of financial resources by working closely with in-country partners to monitor expenditures. Review and monitor partners' financial reporting and compliance.
- Liaise with customs, MOH, and other relevant partners on the pre-clearance and release of equipment and consumables.
- Assist internal and external audits and reviews as required to ensure compliance with Ministry of Health and donor requirements.

Monitoring and Evaluation

- Work closely with implementing partners to compile patient data for outreach and static surgeries and ensure that partners submit the patient data in a timely manner.
- Review the patient data to ensure compliance with standard operating procedures (SOPs).
- Partner with the Monitoring, Evaluation and Learning (MEL) team to ensure timely and accurate reporting of impact data, through regular communication with implementing partners and field visits, as required.

Risk Management and Security

- Monitor risk in-country to support programmatic decision making, including program planning and volunteer participation.
- Ensure compliance with security procedures and policies as determined by the Cure Blindness Project's Program Manager & Leadership Team and The Carter Center's Senior Country Representative.
- Proactively ensure that implementing partners operate in a secure environment and are aware of policies.

Persons Specification:

- **South Sudanese Nationals**
- Bachelor of Art/Science or equivalent is required. An advanced degree is preferred
- At least 5 years of experience working with an international organization is required (international NGO or business)
- Strong communicator familiar with working independently in a cross-functional role
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation
- Strong program management skill set



- Experience partnering with and managing government relations
- Advanced computer skills in MS Office programs, particularly Excel
- Prior management experience and strong organizational skills
- Excellent oral and written English skills required
- Willingness and ability to work across multiple time zones, including participating in morning and evening calls
- Willingness and ability to travel regionally up to 40% of time
- Authorized to work in South Sudan

Additional qualifications include:

- Excitement to join a nonprofit institution poised to expand global operations
- Demonstrates a highly professional and collaborative demeanour with supervisors, coworkers and partners
- Fluency in Juba Arabic
- A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information
- Strong interpersonal, communication, facilitation, and presentation skills
- Detail oriented and able to efficiently prioritize tasks
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, MacOS, and experience with Apple hardware

Application deadline: May 02, 2025.

Only shortlisted candidates will be contacted. **Women candidates** are highly encouraged to apply. **No original documents are required at this phase except scan copies.**

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 Department to:

a) TCC Office in Juba Town, Via email:

recruitment-ssd@cartercenter.org cc jobs@cureblindness.org;

b) or Submit applications through Hand delivery at TCC Juba Office and drop application in Metallic Box at the reception or Front desk office.

