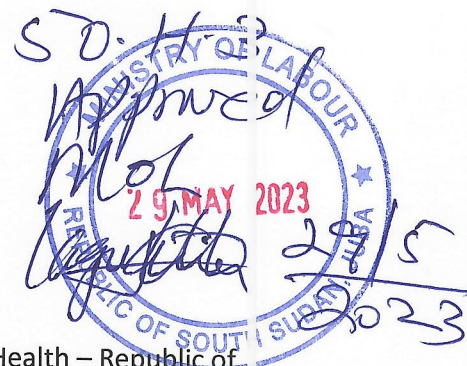




Job Advertisement
Data Clerk (2 Positions)



The Carter Center (TCC) provides Technical Support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking a dynamic, qualified candidate to fill the Positions of **Data Clerk**, based in Juba, with frequent visit to the field sites.

Title: Data Clerk (2 positions)
Duty Station: Juba, CES State, South Sudan (with frequent field visits)
Duration: Current- August 31st, 2023
Closing Date: June 15th, 2023

Reporting to: Data Manager or Designated Representative

Job Purpose: The Data Clerk, under the direct supervision of the Data Manager/Assistant Data Manager and the overall supervision of the Country Representative, assists technical Staff and Senior Programme Managers by providing accurate technical data for Programmatic decision-making. Specific duties include but are not limited to the following:

Key Responsibilities:

- Screen, review and correct hand-written reports.
- Filing of hand-written reports.
- Communicating with technical staff regarding data discrepancies and errors and ensuring issues are resolved effectively.
- Enter Technical data into the SSGWEP databases.
- Generate basic data analyses.
- Review and correct output reports of any errors.
- Conduct basic Excel formatting and editing of data files to produce printable data files for use by technical staff.
- Make recommendations for information technology systems' improvement.
- Conduct basic data cleaning and screening in the field 2 weeks each month.
- Respond to rumours via the Guinea worm hotline and travel to the field as needed to support field staff, assist with trainings and respond to provisional cases.
- Perform other program duties as requested by the Data Manager, Deputy Country Representative or Country Representative.





Person Specifications:

- South Sudanese nationals
- 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: June 15, 2023.

Only shortlisted candidates will be contacted, **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

For Interested candidates, please submit your application comprising (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 by **to: HR Dept**

Applications may be submitted either by:

1. Email: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Hai Jebel Nyoka, Juba Town.

