



Job Advertisement

Trachoma Program Manager (TPM) 1 Position

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 Position of **Trachoma Program Manager**, based in Juba, with frequent visit to the field sites, Republic South Sudan.

Title: Trachoma Program Manager (1 position)
Duty Station: Juba, CES State, South Sudan (with frequent field visits)
Duration: Current- August 31st, 2022
Closing Date: October 07th, 2021

Reporting to: Country Representative or designated Representative

Job Purpose: Under the direct supervision of The Carter Center Country Representative (CR) to South Sudan, the Trachoma Program Manager (TPM) will coordinate and plan activities to support the South Sudan Ministry of Health (MOH) authorities. The TPM will perform, as appropriate, the duties listed below:

Key Responsibilities:

- Assist the MOH to oversee the programs' technical strategy and implementation in the field and support operational/administrative needs of the technical teams.
- Serve as the direct technical contact and supervisor to field staff (Technical Advisor (TA)/Senior Program Officer (SPO)/ Program Officer (PO)/surgeons).
- Work with the MOH and TCP partners to strengthen surgical capacity in the form of recruitment, training, and implementation of surgical activities.
- Support the Director of Neglected Tropical Diseases in preparing the national application to the International Trachoma Initiative (ITI) for Zithromax®.
- Ensure TAs, SPOs, and POs understand and adhere to trachoma technical guidelines.
- Provide supportive supervision to Trachoma Technical Advisor (TAs) and/or Senior Program Officers (SPOs) and Program Officers (POs).
- Conduct supervisory field visits, in order to assess status of intervention delivery and overall strength of the program.
- Review the TAs/SPOs/POs calendar to ensure priorities are met and visits to all staff focusing on areas with the greatest needs are targeted first.
- Ensure TAs/SPOs/POs utilize approved training curricula in the field which adhere to trachoma guidelines, norms, and principles.
- Coordinate with the finance office to ensure all budget requests are submitted and rectified in a timely manner.
- Assist TAs/SPOs/POs in developing monthly program budgets and logistic requests.
- Assist CR and finance office with development of fiscal year budgets and supporting narrative.
- Write a monthly report to the CR and the TCP Director, detailing activities, highlighting issues that need resolution, and making recommendations for actions to be taken.
- Ensure data are internally consistent; analyzed monthly; used for decision-making at the county



Approved
[Signature]

level; and reported in accordance with the requirements and procedures of the National Program.

- Represent the Trachoma Control Program at Carter Center departmental level meetings.
- Represent the Trachoma Control Program at official events and meetings as assigned by the CR and MOH. The TPM must be up-to-date with the status of trachoma and ensure that the information shared at events and meetings is approved by the MOH.
- Work cooperatively and harmoniously with the State, Regional, County and community leaders/officials as an integral part of the area's health management teams to strengthen the program in every way possible.
- Follow the instructions provided by the CR for managing the funds provided for support of trachoma activities.
- Abide by The Carter Center Code of Conduct and the protocols established by The Carter Center in South Sudan.

Person Specifications:

- South Sudanese National only
- Bachelor's degree in public health or a related field
- At least five years of implementing health programs in South Sudan
- At least two years managing programmatic budgets exceeding 200,000 USD per fiscal year
- Track record of conducting program administration and field assessments
- Experience in project management, including managing remote field teams
- Demonstrated experience with the preparation of technical reports, budgets, plans of action, and management of inventories.
- Demonstrated ability to build teamwork and work with different stakeholders at international, national, state, and county levels
- Excellent verbal and written communication skills

Application deadline: October 07, 2021.

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 or any of the field hubs located in: Kapoeta, Torit, Lankien, Rumbek and Wau.

