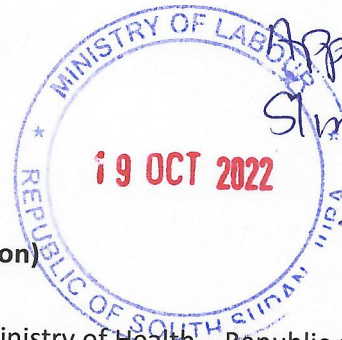


THE
CARTER CENTER



Job Advertisement
Temporary Data Clerk (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 recruit a dynamic, qualified candidate to fill the Position of **Temporary Data Clerk**, based in Juba, with frequent visit to the field sites, Republic South Sudan.

Title: Temporary Data Clerk (1 position)
Duty Station: Juba, CES State, South Sudan (with frequent field visits)
Closing Date: November 07th, 2022

Reporting to: Data Manager or Designated Representative:

Job Purpose: The Temporary Data Clerk, under the direct supervision of the 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 recommendation for information Technology Systems improvement
- Perform any other duties as assigned by the Data Manager and or Leads and Assistant Data Manager.
- 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: November 07, 2022.

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.

