



THE
CARTER CENTER



Job Advertisement

Operations Officer-TCP (1 Post), Juba Designate/Roving/Field, South Sudan State:

The Carter Center (TCC) provides Technical Support to the Ministry of Health – Republic of South Sudan for the South Sudan Guinea Worm Eradication, Trachoma Control Programs (TCP) and River Blindness and Lymphatic Filariasis (RB/LF). The Carter Center, TCP Program is currently seeking to recruit a dynamic, qualified candidate for the post of an **Operations Officer-TCP**, based in **Juba Designate /Roving/Field**, within South Sudan.

Title: Operations Officer-TCP (1 post)
Duty Station: Juba designate or Roving/Field, South Sudan 30:70 Field ration
Contract Duration: Current- August 31, 2025 (with possible extension/renewal subject to funding)
Closing Date: February 19, 2025

Reporting to: Senior Operations Manager- Field

Job Purpose: Under the direct supervision of the **Senior Operations Manager-Field**, the incumbent will ensure effective and timely support of supplies to Programs/Project sites in consultation with the Trachoma Control Program Manager as per TCP guidance.

Key Responsibilities:

- Collect, compile, process and validate Stock Requisition Forms to support efficient and effective management of stocks including tracking, control, and monitoring trend of consumption of inventories, and their timely replenishment in liaison with the Line Manager and Program Lead.
- Diligently follow-up on orders/requests and monitor delivery of supplies to support an effective and timely supply chain.
- Take complete responsibility for the receipt, storage, recording and reporting of all items received and stored in the warehouse(s) in collaboration with the storekeeper and supervise the stores physically and administratively.
- Facilitate physical inspections of all stores and inventories in collaboration with the storekeeper to ensure accuracy in recording and documentation and inventories condition.
 - a. Field Stock Management in accordance with SOP L.004
 - b. Hub Stock Management in accordance with SOP L.005
- Ensure timely compilation, review, and submission of bimonthly Master Inventory reports to OM/SOM.
- Vigilant monitoring and maintenance of critical donated supplies such as Zithromax for activity planning and financial accounting.
- Manage the timely and efficient staging of items and proper packing of items in vehicles in accordance with SOP L.006.
- Serve as a focal point responsible for planning goods and staff movements inclusive of safety and risk information aggregation and reporting.
- Act as Officer in Charge for vehicle movements as required.
- Support and process local procurements transparently in adherence with best practices in accordance with SOP L.003 and in liaison with the Procurement Department.
- Where necessary assist in developing and maintaining a local vendor database in liaison with the Procurement Department.
- Serve as a focal point responsible for designated compound management including maintenance, utilities, generator, vehicles, fuel consumption/reporting, etc.
- Work cooperatively and harmoniously with partners and TCC colleagues to strengthen TCC-supported programs in every way possible.

Person Specifications:

- **South Sudanese Nationals only (please attached Nat. ID).**
- Fluency in English skills would be a plus and a local language (preferably Arabic)
- Completed college or University with a Degree or Diploma in Logistics, Supply Chain, Procurement, Business Management or related field of discipline.
- Minimum 4 years of relevant work experience overall. Candidate should be a Self-starter
- Good mathematical skills, attention to details, systematic and well-organised
- Proficiency with Microsoft office products (excel, word, outlook etc)

Only shortlisted candidates will be contacted, applications from **Women candidates** are highly encouraged. No original documents is required at this phase.

For Interested candidates, please submit your application comprising (1) a comprehension 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, The Carter Center, TCC Juba Office, CES- State

Through:

Email: recruitment-ssd@cartercenter.org

Or Through hand delivery at The Carter Center Office located in Juba Town, drop Application in a metallic box and sign off on the Register book at the reception desk **before** leaving our premises.

Application deadline: February 19, 2025

