

# Call for Applications

## NTD Program Assistant

**Location:** Juba, South Sudan (with frequent travel to field locations)  
**Organization:** The MENTOR Initiative (TMI)  
**Contract Duration:** 5 Months (With one-month probationary period)  
**Reporting To:**

**Application Deadline: 24<sup>th</sup> July 2026**

*This application is subject to funding*

### Organizational Background

The MENTOR Initiative (TMI) is an international humanitarian organization specializing in disease control and improving access to essential health services in emergency and fragile settings across Africa, the Middle East, and South America. Recognized globally for its leadership in the prevention and control of vector-borne diseases, MENTOR operates in complex, conflict-affected, and hard-to-reach environments.

MENTOR has been operational in South Sudan since 2012, delivering emergency health services, community engagement, and resilience-oriented programming in highly insecure and flood-prone contexts.

MENTOR Initiative's NTD work in South Sudan focuses on supporting the control and elimination of diseases such as onchocerciasis and lymphatic filariasis, working with the National NTD Programme and partners. Its activities include community drug distribution, training and supervision of volunteers/health workers, logistics for mass drug administration, and technical support to the Ministry of Health.

### 1. Overall Job Purpose

The Program Assistant will provide technical, operational, and capacity-building support to the Ministry of Health (MOH) and partners in the implementation of Preventive Chemotherapy Neglected Tropical Diseases (PC-NTDs) interventions. The role ensures effective Mass Drug Administration (MDA) campaigns, strengthens supply chain and data management systems, and contributes to national efforts toward elimination of NTDs in South Sudan.

The MENTOR Initiative is registered in England and Wales. Company Registration Number: 5126179  
 Registered Office: Delta House, 16 Bridge Road, Haywards Heath, RH16 1UA, United Kingdom  
 Email: info@mentor-initiative.org



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## 2. Duties & Responsibilities

### a) Technical Support & Guidelines

- Under the direction of NTD Coordinator, the Program Assistant will support in the planning, implementation, supervision and monitoring of NTD interventions.
- Provide technical input for training of trainers, cascade training, and supervision at state, county, payam, and boma levels.
- Contribute to the development of technical activities based on the strategic direction of the program primarily focusing on states, County, Payams and Bomas.
- Support NTD Monitoring and Evaluation Officer in data collection, validation, and reporting systems to ensure accuracy and compliance with donor requirements.
- Collect feedback on Standard Operating Procedures (SOPs), guidelines, and training implementation, and formulate recommendations.

### b) Capacity Building & Training

- Strengthen the technical capacity of MOH, SMOH and CHD NTD staff and field supervisors in delivering high quality MDA campaigns.
- Participate in training of trainer's workshops, refresher trainings, and lower level NTD trainings.
- Mentor NTD lower-level teams on MDA data management, gender equity, supply chain management and community engagement.
- Support the NTD Coordinator in identifying capacity gaps in PC-NTD delivery and recommend solutions to improve the program.
- Support deployment of Supervisor's Coverage Tools and Supervisory Checklists at field level during MDA campaigns.

### c) Data Management & Reporting

- Contribute to the annual workplan, monthly and annual reports as well as program field activity reports under the direction of NTD Coordinator.
- Work with M&E Officer to track program indicators against WHO thresholds for transmission interruption.
- Document best practices and challenges for adaptive programming.
- Contribute to JAP and JRSM processes for PC-NTD medicines.
- Support NTD Coordinator in preparation of NTD presentations and graphic materials for trainings and workshops.

**d) Operational Coordination**

- Prepare list of supplies and equipment required for field activities with guidance from NTD Coordinator and work closely with Logistics department to ensure timely delivery of these supplies to the field.
- Coordinate with SMOH and CHD across national, state, and county levels to ensure timely execution of annual work plans.
- Support logistics department for drug distribution campaigns, including supply chain monitoring and vehicle/fuel management.
- Maintain project activities calendar/schedule and monitor completion of field activities
- Establish and maintain strong working relationships with key stakeholders including communities, MOH, CHD, SMOH
- Attend coordination meetings at national and sub-national levels as agreed with supervisors.

**3. Qualifications**

**Education:**

- Minimum BSc in Public Health, Nursing, Social Science or other Medical/Health Sciences.
- Additional training in Project Management and Evaluation is an advantage.

**Experience:**

- Minimum 3 years of experience in a similar role, preferably with an NGO in field settings.
- Experience implementing public health interventions in collaboration with government structures.

**Technical Knowledge:**

- Strong understanding of NTDs and treatment strategies.
- Experience and understanding of PC-NTDs (Onchocerciasis, Lymphatic Filariasis and other NTDs) and treatment strategies.
- Knowledge of project cycle management and budget monitoring.
- Knowledge of MDA methodologies and NTD elimination strategies.
- Experience in implementation of community-based programs.



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REDUCING DEATHS AND SUFFERING FROM TROPICAL DISEASES

- Extensive field experience in targeted counties and solid understanding of the realities and complexities of working in hard-to-reach villages with marginalized and disadvantaged groups.

**Skills:**

- Team building and leadership with sound decision-making.
- Ability to work under pressure in insecure and logistically challenging environments.
- Gender Equity and Social Inclusion (GESI) awareness.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent oral and written communication in English; other languages desirable.

**4. Competencies**

- Commitment to inclusivity, gender balance, and community ownership.
- Analytical thinker with problem-solving ability.
- Effective communicator and team player.
- Upholds MENTOR's zero-tolerance policy on exploitation, abuse, and fraud.

**5. Safeguarding and Ethical Standards**

The MENTOR Initiative has a zero-tolerance policy toward sexual exploitation, abuse, harassment, fraud, and other unethical behaviour. All applicants will be subject to reference checks, including verification of compliance with international safeguarding standards.

**Languages**

- Fluency in English is required.
- Knowledge of local languages is an asset.



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## How to Apply

Interested candidates should submit: - CV (maximum 3 pages) - Letter of motivation - Details of three referees (including most recent employer)

Applications must be sent by email to:

[recruitment.southsudan@mentor-initiative.net](mailto:recruitment.southsudan@mentor-initiative.net) and at Mentor Office  
Alem Apartments, Hai Jalaba, Juba-South Sudan

Please use the subject line:

**NTD Program Assistant**

Only shortlisted candidates will be contacted. The position may be filled before the deadline if suitable candidates are found .

***This application is subject to funding***

Female candidates are strongly encouraged to apply.

