

THE  
CARTER CENTER



**Job Advertisement**

**Data Clerk- Program Officer (1 Position, Jonglei State)**

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication (SSGWEP) and Trachoma Control Program (TCP). The Carter Center is currently seeking a dynamic, qualified candidates to fill the Position of **Data Clerk-Program Officer** for the Trachoma Control Program (TCP), based in Jonglei State, South Sudan.

**Title:** Data Clerk- Program Officer (1 position, Jonglei State)  
**Duty Station:** Jonglei State, South Sudan In Bor South, Duk County, Twic and Uror  
**Contract Duration:** Current- August 31<sup>st</sup>, 2024  
**Closing Date:** October 20, 2023

**Reporting to:** Trachoma Program Manager/TPM

**Job Purpose:** The Program Officer provides Technical Support to TCC-supported, MoH-GOSS Trachoma Control Program (TCP). The TCP utilizes the SAFE strategy: Surgeries, Antibiotic distributions, Facial cleanliness, and Environmental improvement - The position is predominantly based in a rural area, a field-based position and includes constant travels. Primary responsibilities of the position include;

**Key Responsibilities:**

- Ensure implementation of Program Technical guidelines
- To participate and assist in the Trachoma Control Programme MDA where required and as requested
- Ensure data is gathered from the field in a timely manner.
- Maintain accurate stock records for all TCP Support materials.
- To store and maintain registers and tally sheets produced during the MDA
- To check all registers, tally sheets produced during the MDA for errors, correct the errors and clean the data
- To enter all data from registers and tally sheet into Microsoft excel
- Collate, interpret and produce reports
- Work closely with team of Program Officers (PO's)
- Support in training of POs on data entry and analysis techniques.
- Assist with administrative duties in absence of Trachoma Program Manager/TPM

**Person Specifications:**

- South Sudanese Nationals only.
- Fluency in English and preferably native local Arabic
- Holds a Diploma in M&E, Statistics or Bio Metrics, OR Completed Secondary/High School level.
- Excellent Proficiency with Microsoft Excel, others Ms word, SPSS and outlook

**Application deadline: October 20, 2023.**

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted. Applications from **women candidates** are highly encouraged. No original documents required at this stage.

For Interested candidates, please submit your application comprising of: (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 to:

**HR Department, Hand delivered to:**

TCC Office in Juba Town, TCC Uror Office in Nyakor or Pieri, TCC Application Box at the Director of Admin/Finance Office, State MOH in Bor, Jonglei State or via email to: [recruitment-ssd@cartercenter.org](mailto:recruitment-ssd@cartercenter.org) (attachments in .doc or .pdf formats only)