



Reducing Deaths and Suffering from Tropical Diseases

Call for Applicants!

Position: Data Entry Officer, Maban - South Sudan



The MENTOR Initiative is a UK registered charitable, not-for-profit, non-governmental organization working globally to reduce malaria deaths and suffering in humanitarian crises. With support from UNF and UNICEF, The Mentor Initiative will implement a programme in South Sudan targeting Emergency Control of Malaria and other Major Vector Borne Diseases (VBD) amongst IDPs, and Vulnerable Host Communities in Conflict Affected areas of South Sudan. The MENTOR Initiative works in close partnership with the MoH in South Sudan to build technical capacity and effective planning and responses to malaria and other VBDs.

DEADLINE FOR SUBMISSION: October 30, 2025

Overall Job Purpose: To assist the NGO functioning in all research, prevention and VBD control Activities

Location: Based in Maban

Reporting to: Research Study Based Coordinator/ Research Advisor

Expected Key Results

- Provide support to the Field base study Coordinator/Research officer for the achievement of the following results:
- Continuously coaching the community workers and Survey Teams to implement impactful and successful project study result.
- To provide timely and regular updates on progress of data entry and analysis in all target areas in Maban
- Strong coordination between The MENTOR Initiative field base study staff and the community workers.

Key tasks and responsibilities

- Complete training on database design, creation and management, in compliance with Good Clinical and Laboratory Practice (GCLP).
- Timely collection and database entry of all the program data from the trial team on a daily basis and to properly cross check for accuracy and completeness.
- To train teams on and conduct population sampling and surveys, as required.
- To arrange/conduct base line and end line surveys in all the designated areas and data compilation.
- Support the trial team in project preparation and print out the various data monitoring tools for different research activities.
- Organize data collection of all project related data including operational research.
- Participate in data collection from the field.
- In close coordination with the Field-Based Study Coordinator verify quality of the data in terms of accuracy and key information captured.
- Organize all data files (soft and hard) in an organized and understandable manner and cross check all the hard data with the soft version before sharing.
- Ensure completeness and timeliness of databases for all activities assigned.
- In coordination with the trial team conduct routine data audits, verification and cleaning of data sets for analysis.
- Ensure data are managed with confidentiality and make sure all data remain protected.
- Conduct field visits for matters that need onsite field data verification and/or field supervision.
- Regularly share data, at least twice a week, and also, when needed by the Field-Based Study Coordinator.
- Ensure proper maintenance, labelling and formatting of all data files.
- Other activities/duties as agreed upon by the Field-Based Study Coordinator and/or Principal Investigators.

Requirement:

- Bachelor's degree/Diploma preferably in IT/data management
- Bachelor degree/Diploma in M & E or any relevant field study.
- 2 to 4 years of Previous NGO and/or work experience related to M & E, data entry and analysis.
- Able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable
- Good and strong command in computer skills and especially on Microsoft Office
- Conduct all activities in an honest and trustworthy manner in the best interest of The MENTOR Initiative
- Fluency in English, Arabic and Dinka is required.

Submit applications before the 30th October 2025, by: Hard copy to: MENTOR Initiative, to MENTOR Initiative Office located at Alem apartments (Hai Jalaba, Gabat road) or at Logistics office in Hamza Inn (Juba town).

Send your application with Subject Line 'Data Entry Officer - Maban to the following emails : tinoff.jub@mentor-initiative.net with copy to almoustapha.attawel@mentor-initiative.org

Female Candidates are strongly encouraged to apply. Due to the urgency of the position, Mentor reserve the right to recruit before the end of the deadline

