

## **SMART NUTRITION SURVEY – DATA ENTRY CLERK**

### **Background**

Malaria Consortium (MC) is a British registered charity ([www.malariaconsortium.org](http://www.malariaconsortium.org)) specialising in communicable disease control programmes. In the Republic of South Sudan MC provides support to the Ministry of Health (MoH). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen the quality of care provided by health facilities. In the past year we have also begun implementation of community-based programmes focusing on controlling key childhood illnesses. Our current ICCM programmes are focused on the treatment of diarrhoea, malaria, pneumonia, and severe acute malnutrition.

Malaria Consortium is currently recruiting survey teams to carry out a SMART nutritional and mortality survey in Aweil Centre. This position is based in Northern Bahr el Ghazal and will report to the SMART Survey Nutrition Project Officer.

### **Duties**

The successful candidate will be responsible for the following duties:

- Complete a week of survey training;
- Assist the Nutrition Project Officer with daily inputting of anthropometric data;
- Enter questionnaire data collected efficiently and accurately;
- Maintain all survey related paperwork in good order;
- Ensure all data entered is electronically filed and saved securely;
- Report any problems to the SMART Survey Team Leaders.

### **Experience, skills and qualifications**

#### **Essential**

- Ability to read and write in English;
- Ability to speak Dinka and/ or Luo;
- Good numeracy skills;
- Demonstrable experience of entering survey data;
- Basic knowledge of information technology including: proficiency in Microsoft Word, Excel, and Access software.
- Ability to work during the evening and weekends as required;
- Good communicator and ability to work in teams;

Desirable

- Previous experience using ENA software
- Knowledge of humanitarian principles and respect for them.

Because of the limited duration of the survey survey teams are asked for flexibility in terms of hours and days worked.

**Female applicants who meet the above requirements are strongly encouraged to apply.**

<b>Package:</b>	Casual contract with a fixed daily rate.
<b>Contract duration:</b>	2-3 weeks – Survey dependent
<b>Contact Details:</b>	CVs can be handed into the Malaria Consortium Office, Ayuang, Aweil Town, or emailed to <a href="mailto:b.brown@malariaconsortium.org">b.brown@malariaconsortium.org</a>
<b>Application Deadline:</b>	<b>Friday 16th September 2011</b>

**This post is subject to survey approval and, due to the urgency of these positions, screening of applications may begin before the closing deadline.**

**Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful.**