

**SMECOSS**

 **(Small and Medium Entrepreneurship Capacity Building Consult South Sudan)**

***EMAIL****:smecossltd@gmail.com*

 *administration@smecoss.com*

**Vacancy Announcement**

**Position: – Food Monitors**

|  |  |
| --- | --- |
| **Organization**  | **SMECOSS,**[www.smecoss.org//jobs](http://www.smecoss.org//jobs) |
| **Position Title** | **Food Monitors 3** |
| **Location** | **Abyei** |
| **Duration** | **1 year but renewable according to Funds Availability**  |
| **Start Date** | **Immediate** |
| **Application deadline** | **27th January, 2016 to 15th February, 2016**  |

**PURPOSE OF POSITION**

To ensure proper field implementation of food projects, food for Assets and non-food items (NFI) in SMECOSS operational areas in compliance with donor requirements (WFP), SMECOSS Project Management Community and in collaboration with Government national policies and procedures

 **MAJOR TASKS:**

* **Selection, Registration and Targeting**

Ensure that the criteria as per each project Food, FFA and NFI design is adhered             to and deserving cases of the project are properly selected, registered and         targeted

* **Distributions**

Ensure that all distributions for food Package and NFI projects are conducted in an orderly proper and acceptable manner as per SMECOSS, donor and community standards

* **Field Reporting**

 Do all field reports and complete all the standard forms (registration forms, ration cards, beneficiary list, Tally Sheets, and waybills do correctly.

* **Commodity Accounting**

Ensure that all commodities in custody of field team is properly accounted for and giving responsibility to anyone responsible for the loss

* **Information Provision**

Ensure that proper information provision for the project is done to the beneficiaries, community, local authority and other stakeholders

Assist in the implementation of the plan of action, review achievements and constraints and provide feedback accordingly

In consultation with the FSLO, partners and PMC encourage women’s access to economic skills development and sensitize girls and women on gender issues and gender focused activities

* **Filling system**

Proper filling system with filling codes & tags

* **Administrative Tasks**

To gather information for items required for office need & to raise PRFs accordingly.

Provide leadership for evaluating food security activities

Review, comment on and monitor the establishment of reliable measures of impact indicators

Track commodity paper trail from departure to arrival at beneficiaries and ultimate distribution to beneficiaries. Verify that the appropriate ration was received by the beneficiary.

Monitor marketplaces to determine prices for similar commodities as well to observe the appearance of donated commodities in the marketplace

Assist in conducting regular meetings with local administration and Project Management Community on commodity, distribution arrangements, food entitlements and other relevant issues.

**Knowledge and Skills**

* Ability to prepare written reports requiring reasoning and precision of expression.
* Ability to interpret and explain complex formal documents and systems and assist others to apply them.
* Strong task management skills including attention to details.
* Knowledge of office systems, including experience with computer application (Word, Excel, E-mail) and data entry.
* Good English communication skills (oral and written).
* Strong data entry skills with knowledge about database management
* To generate different reports related to the data entry & to be fluent in English speaking.
* Ability to write reports related to assignments & to explain them fluently.
* Ability to explain different documents & having strong presentation skills.

**Experience**

* At least one year experience in office work related to records keeping or data handling.
* Have the experience of working in emergencies & under pressure & generate reports after filtering data in a specific measureable time & to present at different forum.

**Work Environment**

Ability to work after office hours to achieve assigned tasks as per need & priority

 **EMPLOYMENT TYPE:**

Contract – Full Time

 **Application Process**

Applications should be address to humanresource@smecoss.org copy teamleader@smecoss.org, projectoffice@smecoss.org or drop a hard copy to HR and Administrative Officer SMECOSS Juba. The selection committee will review all applications as they are received. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered. **SMECOSS is an equal opportunity employer.**

**This position is for south Sudanese nationals and qualified women are strongly encouraged to apply.**

Each application should include the following:

* Cover letter including the applicant’s suitability for the position and current contact information
* CV, including detailed work experience, education/degrees and other Certificates
* Professional references (minimum of three, with complete contact information)

Application Start **27th d January, 2016 Deadline 15th February, 2016**

We are located at Munuki - Hai Kuwait Bilpam Road opposite Rambo playground.