

Approved By Labour office Kajoork  
03-08-2017- CHAK-PO

DIRECTORATE OF PUBLIC  
SERVICE  
GOGRIAL STATE KWAJOK

World Vision

## WORLD VISION SOUTH SUDAN

World Vision International is a global non-governmental Christian, humanitarian and development organization with a special focus on the well-being of children. Its Country Program in South Sudan, World Vision South Sudan, is seeking to recruit suitable, experienced and professional South Sudanese who are adaptive in an atmosphere of rapid change, innovative, self-driven, results oriented and a team player to fill the following positions.

## JOB ADVERTISEMENT

Title:	<b>Food Assistance Reporting and Information Officer</b>
Reports to:	<b>Senior Commodity Officer</b>
Location	<b>Gogrial West</b>
No. of positions:	<b>One (1)</b>
Deadline:	<b>17<sup>th</sup> August 2017</b>

### Purpose of the Position

To maintain accurate commodity accounting records of all food commodities movement including receipts, loans, inter warehouse transfers, dispatches, distributions and losses

### Key Responsibilities

- Review all Commodity Reports from all the project sites, including warehouses, camps and distribution centers.
- Ensure that the Field Commodity Reports are accurate and reliable for completion of the monthly global Commodity Status Reports; including the main CSR, LSR and RSR.
- Collect, compile and analyze all the receipts and dispatch summary reports, truck inspection reports, loss reports, physical inventory, warehouse inspection report and distribution center visit reports.
- Maintain a clear and complete paper trail for all the commodity transactions from WFP and/or from the warehouses, secondary warehouses, IDP camps then to distribution centers and finally to end users / beneficiaries.
- Maintain a clear accounting and documentation process for each shipment and maintain the shipment files.
- Responsible for data integrity
- Prepare accurate and reliable statistical analysis as required by the management.
- Responsible to update and maintain data and produce reports using the WV CTS system. Must be able to fully utilize a computerized system to develop different data bases as required by the manager

- Responsible to maintain core commodity records and files including shipment files, shipment register, loss claims file and loss claims register
- Keep track of WFP commodities handled by WV on monthly basis. Work with commodities manager to prepare invoices and Commodity Summary Statement to be submitted to WFP. Keep records of cumulative value of commodities handled by WV monthly.
- Responsible to verify physical inventory for all the warehouses to ensure that the commodity book balances match the actual stock in the warehouses and demand explanation for any variances
- Plan for spot checks in all warehouses to review the physical inventory, stacking, ledger books and stack cards.
- Work with the Commodity Officer to supervise and provide training for all other commodity staff especially Commodity Accountants and warehouse supervisors at field level.
- Manage all the tracking procedures in the commodity department to ensure all food transactions are accounted for in compliance with support office and major donor requirements (USAID, ECHO, WFP, CIDA, etc).
- Ensure the commodity accounting procedures in WVSS are in compliance with the WV partnership / FPMG commodities accounting manual.

#### **Qualifications and Experience\***

- A university degree in Business administration, IT, Computer Science, Statistics or a related field
- A minimum of 2-3 years' work experience in an NGO
- Motivated self-starter who takes initiative,
- Highly developed inter-personal skills and inter-cultural sensitivity, with proven abilities to stimulate inter-group cooperation;
- Experience in a wide variety of relief and development programming in very rural contexts
- Rigorous training and experience in group training and facilitation
- Highly organized, efficient, and able to meet key deadlines;
- Ability to work and contribute to a team-building environment
- Proficient in typing, MS-Word, Microsoft Excel, and email/internet programs;
- Demonstrate commitment to World Vision's Mission and Core values



## HOW TO APPLY

Interested candidates (South Sudan nationals ) who meet the above required qualifications and experiences should submit their application letters, detailed Curriculum Vitae (CV), copies of academic & professional certificates and national identification card to: People & Culture (HR) Office-Kuajok

Or

E-mail to [recruitsdn@wvi.org](mailto:recruitsdn@wvi.org)

**This position is open to South Sudanese Nationals only.**

Approved  
Ch. K. Pio  
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