



**World Vision**

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children***

## **JOB OPPORTUNITIES**

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is repositioning for a potential Short-term Emergency Response Project (STERP) project/grant funded by Africa Development Bank (AFDB) and is now seeking for qualified and dynamic proposal key personnel (**Man or Woman**) to submit their applications for potential employment in the following positions.

**“Women are encouraged to apply”**

**Job Title:** Assistant Commodity Tracking System Officer – CTS  
**Reporting to:** FAIRO  
**Location:** Juba  
**Availability:** As soon as possible

### **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.

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.

### **Major 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.
- Perform any other duty as requested by the Commodity Manager or his/her designee

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- Requires a Bachelor Degree from a University in business, IT, Computer Science, accounting or Statistics. Some knowledge of warehousing, transport, shipping and practical freight forwarding is an added advantage.
- Past experience preferably with a busy NGO or a UN agency in handling of food commodities and Commodity tracking / accounting. Knowledge of major donor regulations pertaining to Commodities accountability and reporting.
- Requires experience in port operations, clearing and forwarding, dispatch and logistics planning, warehousing, storekeeping, bookkeeping and computer knowledge especially spreadsheets and Commodity Tracking Systems or Statistics packages. Must have strong analytical skills.
- This position requires a person who is self-starter, who can accomplish the tasks with little or no supervision. He/she must be diligent in paperwork, have integrity and be able to cooperate with warehousemen, truck drivers and transporters.

### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the **POSITION** and the **LOCATION** you're applying for in the subject line.

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org)

**Closing date for receiving applications is 18<sup>th</sup> February 2019 at 5:00pm local time.**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

