



## Job Advertisement

For the position of;

### Senior Non-Food Items (NFI) Officer

- Location:** Malakal, Upper Nile State, (but Relocatable as part of the Emergency Response Team)
- Reporting to:** NFI Manager and/or Project Manager
- Job Purpose:** Responsible for assisting affected communities in need of NFIs and emergency shelter, managing and training junior staff, budgeting, reporting and ensuring the NFI project is run effectively in Malakal and in emergency response sites

#### Key Responsibilities

- Coordinate and oversee NFI activities (including identifying needs, planning, assessments, registration, verification, distributions post distribution monitoring and report writing)
- Provide leadership within the team; including line managing staff and representing Medair to partners
- Oversee team finances, stocks, facilities, food and living arrangements, maintenance and procedure adherence
- Assist with information for developing the annual budget for the NFI project.
- Responsible for movement, tracking and maintaining stock, equipment and facility needs
- Coordinate with Emergency Shelter-NFI cluster and partners in field locations.
- Ensure Quality Management of the project by monitoring progress and reporting according to set guidelines
- Share security information with team and the NFI project manager and/or the team leader
- Act as Focal Point for Upper Nile or Central Equatoria State on request (covering state-wide stock reporting, coordination, etc) and attend meetings
- Provide technical instructions in the provision of shelter items such as construction materials, tools and fixings.
- Promote good, proper use of NFIs.

#### Person Specifications

- At a least a Diploma in community development or a similar study area
- 2 years' work experience in emergency responses in South Sudan and managing large scale distributions
- Fluent in spoken and written English.
- Flexible and willing to work in difficult and busy environments, Willingness to remain in field for up to 12 weeks
- Knowledge of non-food item distribution and assessments, able to share this knowledge with new staff
- Ability to plan and execute interventions and to coordinate with a variety of stakeholders
- Working skills with Microsoft Word, Excel, and use of email

A complete Job Description on this position is available on request from the email below.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to:

#### Human Resources Department

Medair South Sudan

Theo Road, Hai Tongping

or e-mail: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)

Application deadline: **13<sup>th</sup> December 2016**. Only shortlisted candidates will be contacted.