



**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM  
(RFSP)**

**JOB ADVERTISEMENT**



**Title** : Food distribution Officers (2)  
**Location** : Uror  
**Department** : Program  
**Report to** : Food distribution supervisor or Designee  
**Supervisory** : None

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience Food Security Program (RFSP)** in Bor, Uror (Yuai), Pibor, Duk (Padiet, Poktap, Payuel and Pajut), and Twic East.

**PURPOSE OF THE POSITIONS**

The post holder will contribute to the implementation of Resilience and Food Security Program (RFSP); disaster risk reduction (DRR), resilience and Food for Asset activities by working directly with community members, local partners, established community structures including the CMDRR committees by providing technical guidance and support to the participants of FFA activity. She/he will oversee the planning, management and distribution of food commodities to the communities in the respective distribution center. The food distribution officer will also assist the food distribution supervisor in community mobilization, registration, verification and reporting.

**Job Responsibilities:**

- Carryout food distributions as per the approved work norms.
- Prepare weekly distribution plans for assigned areas and forward to the food distribution supervisor for consolidation.
- Monitor and report any security situation in the operational areas.
- Prepare food distribution lists and ensure each beneficiary receives their correct ration.
- Ensure the information on food ration per person is well disseminated and communities are sensitized on their exact food ration in all assigned locations.
- Prepare weekly and monthly distribution reports and submit to the distribution supervisor as per the standard format.
- Ensure timely offloading of the commodities at distribution points and check the waybills to confirm all are well signed and properly filled.

## **Typical Background, Experience & Requirements:**

### **Education and Experience**

- High school certificate or Diploma from a recognized university in; Disaster management, Food security and livelihoods; agricultural economics or any other related fields;
- Knowledge of and experience with disaster risk reduction approaches, participatory approaches in community development and Food for Asset implementation strategies;
- 2-3 years experience working with NGO in development and food security related field
- Computer literacy (MS Office and email/internet).
- Prior experience in conflict-affected area preferred

### **Personal Skills**

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and the community.
- Willing and able to work in remote field location with minimum or no recreational facilities.
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

### **Required/Desired Foreign Language**

- English - both written and spoken.

### **Travel Required (include percentage of required travel, if applicable)**

- The post holder will be based in Uror but will travel regularly to surrounding Payams and Bomas while undertaking program activities

### **Key Working Relationships:**

**Supervisory:** NON

**Internal:** Food distribution supervisor DRR Team Leader, POCU team, and FAC.

**External:**

### **Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

### **MEAL Competencies**

- MEAL in Design: 3

- Monitoring: 4
- Evaluation: 3
- Accountability: 3
- Learning: 3
- Analysis & Critical Thinking: 3
- ICT for MEAL: 2
- MEAL in Management: 1

Non-refundable application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Monday January 28, 2019**. Only short-listed candidates will be contacted.


**Human Resources Manager (Deng.John@crs.org)**

Catholic Relief Services –  
South Sudan program, Bor Office (or drop at the CRS Juba Office)  
Or

**Deputy Human Resources Manager (Peter.Awan@crs.org)**

Catholic Relief Services- Jonglei State  
Bor Office

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.


  
 James Major Gai  
 By the Coordinator  
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**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM  
(RFSP)**

**JOB ADVERTISEMENT**



**Title** : DRR Program Officer (1)  
**Location** : Uror  
**Department** : Program  
**Report to** : DRR Team Leader or Designee  
**Supervisory** : None

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience Food Security Program (RFSP)** in Bor, Uror (Yuai), Pibor, Duk (Padiet, Poktap, Payuel and Pajut), and Twic East.

**PURPOSE OF THE POSITIONS**

You will contribute to the implementation of Resilience and Food Security Program (RFSP); disaster risk reduction (DRR), resilience and Food for Asset activities by working directly with community members, local partners, established community structures including the CMDRR committees by providing technical guidance and support to the participants of FFA activity. You will be responsible for planning conditional and unconditional food intervention activities in your location as assigned to you by your supervisor. Your service and community relations skills ensure that the local partners and communities feed into and benefit from the project that consistently applies best practices and continuously works towards improving its impact.

**Job Responsibilities:**

- Facilitate consultation meeting with the community and the local authority, develop plans and facilitate implementation of both conditional food intervention through FFA modalities, and unconditional food intervention activities;
- Engage and sensitize community leaders, CMDRR committees and beneficiaries and other stakeholders on CMDRR process and FFA implementation strategy;
- Work with the county level government staff, other sector staff and communities to develop an implementation plan at community and county levels
- Ensure that the DRR/ FFA activities are implemented according to design, quality standards and schedule through planning and close monitoring of the implementation process;
- Collect data on monthly basis to update Indicator Performance Tracking Table (IPTT) for DRR and resilience activities and prepare monthly and quarterly reports.
- In collaboration with food distribution team, ensures follow up on registration, verification of beneficiaries and distribution of food entitlement to participants of FFA activity.

## **Typical Background, Experience & Requirements:**

### **Education and Experience**

- Diploma or bachelor's degree from a recognized university in; Disaster management, Food security and livelihoods; agricultural economics or any other related fields;
- Knowledge of and experience with disaster risk reduction approaches, participatory approaches in community development and Food for Asset implementation strategies;
- 2-3years experience working with NGO in development and food security related field
- Computer literacy (MS Office and email/internet).
- Prior experience in conflict-affected area preferred

### **Personal Skills**

- Analysis and problem-solving skills with ability to make sound judgment
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- Willing and able to work in remote field location with minimum or no recreational facilities.
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

### **Required/Desired Foreign Language**

- Good English language speaking and writing skills;

**Travel Required** (include percentage of required travel, if applicable)

### **Key Working Relationships:**

**Supervisory:** None

**Internal:** Bor POCU team, DRR Team Leader, DRR Coordinator and Field Area Coordinator

**External:**

### **Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

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by the coordinator  
Rich State  
James Majok Gai