



Approved  
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7/07/2016



## Job Advertisement

# Non Food Items (NFI) Manager- ERT

**Location:** Emergency Response Team (ERT), South Sudan States

**Reporting to:** ERT NFI Project Manager

**Job Purpose:** Managing ERT NFI and emergency shelter assessments, distributions and related processes; while contributing to the overall quality of Medair NFI and emergency shelter programming in South Sudan.

### Key Responsibilities

- Identify the NFI needs for affected populations through assessments
- Lead and facilitate appropriate verification and registration processes for affected populations
- Lead and facilitate appropriate distributions to meet identified NFI and emergency shelter needs
- Coordinate with NFI partners in field locations
- Input into the development and updating of Medair and cluster standards for assessment, verification and distribution.
- Advise on the suitability of NFI and emergency shelter items used
- Cover for Upper Nile or Central Equatoria State Focal Points when requested (covering state-wide stock meeting, reporting, coordination, etc.)
- Represent Medair to local authorities and partner agencies while on ground in field sites
- Act as team leader for inter-agency teams on site when requested
- Assist in the hiring and supervision of casual labour assisting in NFI activities or logistical support
- Ensure assessments, verification, registration and distribution processes are done in line with cluster standards
- Ensure that all reporting and administration is done on time and according to the relevant guidelines and is reported accurately
- Ensure that NFI and emergency shelter is reaching emergency affected populations and not being distributed indiscriminately
- Responsible for logistics arrangements (staff/cargo movements) related to specific field sites
- Share security information with your team and the ERT NFI project manager and/or the team leader

### Person Specifications

- Graduate degree and experience in a relevant field
- Self-motivated, desires to serve the community
- Previous emergency response, NFI or shelter experience
- Working skills with Word, Excel and use of email
- Good English; speaking and writing skills
- Fluent in spoken Arabic (Juba or classical)

Application deadline: **24<sup>th</sup> July 2016.**

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted.

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)