

**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 OPPORTUNITY**

World Vision is a Christian Relief, Development and Advocacy Organization 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 now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

**'Female applicants are highly encouraged to apply'**

**Job title:** Driver x 3

**Reporting to:** Assistant Admin Officer

**Location:** Covering, 1 NBG (Aweil East), 1 WEQ (Yambio), 1 Warrap (Kuajok) and 1 CE (Juba)

**Availability:** As soon as possible

### **Position of the position:**

The overall purpose of the position is to contribute to health improvement by ensuring that transportation is provided in an efficient and effective way to the project staff, facilitators and materials in order to achieve the project goal in a timely manner.

### **Major Roles and Responsibilities:**

- Provide safe and reliable transportation to staff members and goods within various project sites.
- Driving World Vision vehicles for all official duties while ensuring timeliness and safety and security of the vehicle as assigned
- Maintaining high standards of cleanliness of the vehicle in custody
- Ensuring the vehicle assigned is well serviced and maintained as required.
- Maintaining up-to-date and accurate records of the vehicle logs and other data.
- Detecting and reporting malfunctioning on vehicle systems
- Safeguarding all the contents in the vehicle.
- Reporting any accidents/incidents involving the vehicle in custody.
- Performing any other relevant duties assigned by the Office /Manager
- Provide safe and reliable transportation to staff and goods within various project sites

### **KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED**

- Possess a valid driving licence
- Have a minimum of three years of experience in this field

- A minimum of Senior 4 certificate and good command of spoken and written English
- Must have a basic mechanical knowledge/training
- Should have good communication skills, be honest, be of high integrity, disciplined committed and punctual
- Ability to work under minimum supervision
- High level of flexibility because this work may require working over the weekend
- Project a neat and professional appearance

### **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**

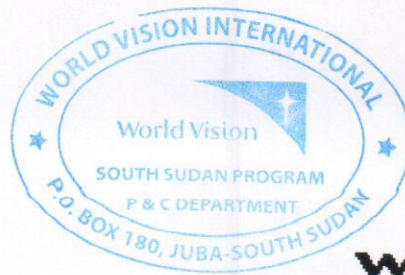
**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or hand deliver to any of our offices

**Closing date for receiving applications is 19<sup>th</sup> February 2019 at 5:00pm local time.**

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World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

**“Women are encouraged to apply”**

**Job title: Project Officer – (Agri-business) x 4**

**Reporting to: Project Manager**

**Locations: Covering, 1 NBG (Aweil East), 1 WEQ (Yambio), 1 Warrap (Kuajok) and 1 CE (Juba)**

**Availability: Contingent upon grant approval**

### **Purpose of the position:**

To plan, implement, monitor and document all the Agricultural extension activities within the area of operation as per the proposal. Provide necessary agricultural related training, follow-up, monitoring, technical support and guidance to Assistant Project Officers and farmers in the Project (FEED II)

Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

### **Major Roles and Responsibilities:**

#### **Project Implementation**

- The jobholder in collaboration with the other project staff, MoA staff and other stakeholders on the ground will be required to:
- Be in-charge of the all agriculture, gender and marketing related activities in the Project;
- Train the selected groups and community members on the various recommended practices for improved agronomic practice
- Organize Farmer Field days on suitable farms where other farmers can learn from;
- Develop a Demonstration Farms
- Coordinate all Agriculture extension activities within the Project area as may be required by the Project Manager or designee;
- Execute activities as per the Project Detailed Implementation Plan timely and responsibly
- Attend and organize agriculture related stakeholders forums and meetings

- Take good care of the organization's asset/equipment under your custody at any given time e.g. motorbikes, computers;
- Attend and participate in the devotional meetings
- Carry out any other duties as may be assigned by the Project Manager or designee;

### **Reporting and Documentations**

- Compile the necessary Periodic:, weekly, monthly, quarterly and Donor reports for forwarding to the Project Coordinator;
- Attend the regular weekly and monthly meetings
- Review Monthly Financial report and ensure the financial expenses are as per the budget

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

- Degree in Agriculture-plant science/environmental science/rural development, Agri-business and related fields.
- Other Technical Training qualifications in the area of agriculture, fisheries, pest control, food security, livelihood, /Sustainable Agriculture/, or other related field.
- Minimum of 3 years' relevant working experience with at least 3 years with a humanitarian program. Experience working with pastoralist community on advocacy and governance, gender mainstreaming and children rights.
- Excellent oral and written communication skills in English. Oral and written Arabic will be added advantage.
- Experience and skills in community mobilization.
- Having demonstrated organizational, interpersonal and communication skills;
- organized, efficient, and able to meet deadlines
- Proficiency in using computer software e. g MS Windows, MS office programs and internet.
- Ability to work under pressure in unstable security and remote environment is an asset;
- Demonstrates Christ-centered life and work
- Understands and is committed to WV's vision, mission and core value.
- South Sudanese Nationals only

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World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**“Women are strongly encouraged to apply”**

**Job title: Field Coordinator**  
**Reporting to: Commodity Officer**  
**Location: Juba,**  
**Availability: As soon as possible**

### **Purpose of the position:**

The Field Coordinator will work closely with all the Field Monitors to ensure the Food transfers are facilitated according to Donor and World Vision Standards and Guidelines. He/she will oversee all the field activities aimed at building and enhancing resilience for the communities in South Sudan and subsequent food distribution of all Modalities

### **Major Roles and Responsibilities:**

- Facilitate the implementation and monitoring of Food Assistance interventions.
- Identify and register beneficiaries according to the approved criteria and standards.
- Conduct pre-distribution meetings making it a point that distribution procedures, Donor standards, ration sizes are precisely spelt out.
- Organize and demarcate the distribution area to facilitate easy group distribution, clearly marking entry, distribution and exit points.
- Flag all the banners and Display the ration size boards.
- Help Community Leaders Receive Food and non-food commodities at FDP making it a point that all waybills and support documents are correctly captured according to the procedures.
- Distribute commodities to beneficiaries as per beneficiary list respecting the rations sizes.
- Monitor the registration/signing/thumb & index finger printing, distribution and sharing points to ensure a dignified crowd control.

- Compile and submit weekly and monthly reports to the Field Coordinator *She/he should be a strong and committed Christian, able to communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.*

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

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Strong qualification (Degree/Diploma) in Social Sciences, Management and any related field
- More than one year practical experience in implementation FFA/FFW projects
- Proven experience of working with rural communities and participatory planning
- Good understanding of the fragile context
- Good understanding of community mobilization and participatory methods
- Mature and confident to deal with state/county authorities, communities and community leaders
- Displays cultural, gender, religion, race, nationality and age sensitivity
- Able to build strong relationships and partnerships with relevant agencies at state/county levels
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

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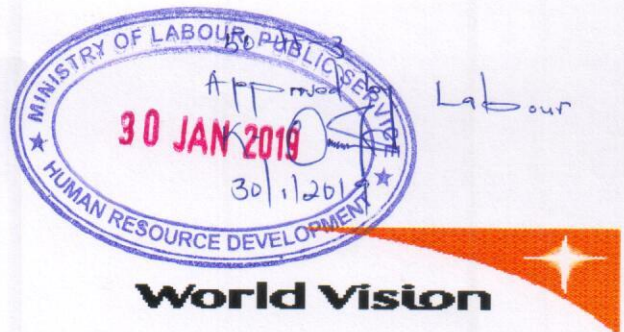
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## **JOB OPPORTUNITY – INTERNAL RECRUITMENT**

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**“Women are encouraged to apply”**

**Job title:** Food Monitor x 8  
**Reporting to:** Field Coordinator  
**Locations:** Juba (with frequent travel to the fields)  
**Availability:** As soon possible

### **Purpose of the position:**

To provide end user monitoring, supervision and accurate documentation on all commodity distributions handled by World Vision South Sudan.

### **Major Roles and Responsibilities:**

#### **Project Implementation**

- Ensure that the commodities are of correct quantities and quality as manifested on the waybill. Immediately record all quantities delivered short (missing), quantities lost in transit and quantities damaged if any. All observations must be recorded immediately.
- Ensure that the most needy / vulnerable members of the community are properly targeted and protected. At all times ensure that the registers include more women beneficiaries
- Take active role in the registration and verification of beneficiaries to ensure that the process is fair and ensure that all commodities entrusted to World Vision arriving at distribution centers are properly accounted for
- Ensure that the distribution center is properly organized and secured with ropes and crowd control measures put in place to ensure smooth distribution and flow of beneficiaries
- Ensure that all necessary distribution equipment are available at the distributions center, including forms, ropes, banners, plastic sheets, measuring devices
- Ensure an orderly and fair distribution of commodities using the approved ration size through supervising the distribution of the food to the beneficiaries and making them sign or thumb-print against their names on the lists as a proof that they received their food rations

- Supervise loading of food that is left over after distributions. Ensure that a waybill is prepared for food to be returned to the warehouse
- Ensure proper completion and safe return of all tally documents and beneficiary lists to the head office for safe storage
- Prepare daily distribution center visit reports and Food Monitors report and ensure proper accounting of all quantities of commodities received and distributed at each center
- Execute any other task as and when assigned by the supervisor

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

- Strong post-secondary school education
- Minimum of 3 years working experience in the same or related field.
- Ability to perform field assignments and willingness to travel for long period of time in difficult terrain, harsh and demanding conditions.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values
- Excellent oral and written communication skills in English. Oral and written Arabic will be added advantage.
- Experience and skills in community mobilization.
- Ability to work under pressure in unstable security and remote environment is an asset;
- South Sudanese Nationals only

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World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

**“Women are encouraged to apply”**

**Job title:** Administration and Liaison Officer  
**Reporting to:** Chief of Party  
**Locations:** Juba (with frequent travel to the field)  
**Availability:** As soon possible

### **Purpose of the position:**

To provide direct support to the Chief of Party to facilitate procurement, M&E and grant management functions, to assist the grant team with administrative duties and to support external engagement.

### **Major Roles and Responsibilities:**

#### **Administrative**

- Manage all administrative requirements of the FEED office (stationary, documentation, assets etc.)
- Organize documents and filing system for FEED team offices
- Coordinate the procurement requirements for FEED according to the established procedures and in coordination with Finance, Procurement and Logistics
- Raise PRFs and track daily expenditures
- Ensure that staff files for Core staff are maintained, including the timely completion of LDRs and timesheets
- Liaise with Finance as required to accurately facilitate petty cash, cash advances and employee expense reports
- Book hotels, domestic flights and other logistics for visitors
- Provide logistical support for events and workshops
- Maintain the staff schedule for the team including field visits, annual leave and R&R
- Take minutes of key meetings as requested
- Be available in emergency according to the mission of the organization

### **Liaison**

- Map out points of contact at relevant mainline ministries
- Assist with booking meetings with officials
- Occasionally accompany the CoP to meetings with external stakeholders
- Secure copies of policy documents
- Finalize MoUs and other agreements, by securing signatures from the relevant parties
- Remain aware of key events or initiatives conducted through the ministry bureaus
- Be available in emergency according to the mission of the organization
- Carry out any other special tasks related to position or the functions of the team as requested by the project manager

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

- Bachelor's Degree in Management and any discipline related
- Minimum of 3 years working experience in the same or related field
- Ability to perform field assignments and willingness to travel for long period of time in difficult terrain, harsh and demanding conditions.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values
- Excellent oral and written communication skills in English. Oral and written Arabic will be added advantage.
- Experience and skills in community mobilization.
- Ability to work under pressure in unstable security and remote environment is an asset;
- South Sudanese Nationals only

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## **JOB OPPORTUNITIES**

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World Vision South Sudan is prepositioning 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**

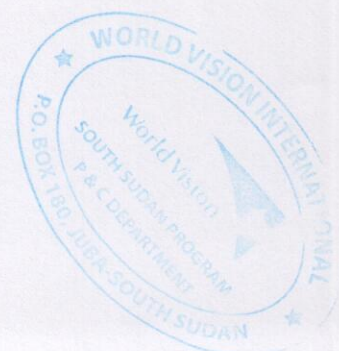
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**'Female applicants are highly encouraged to apply'**

**Job title:** Assistant Monitoring & Evaluation Officer x 1  
**Reporting to:** M&E Officer  
**Location:** Juba  
**Availability:** As soon as possible

### **Purpose of the position:**

The Assistant M&E Officer position will support the project teams to implement the project M&E framework, and ensure accurate and periodic data collection, analysis and reporting of project achievements in compliance with the donor requirements and standards, and World Vision International DM&E guidelines. The candidate will be responsible for setting up and maintaining an up to-date database to facilitate timely and evidence based reporting, to ensure utilization of evidence to promote quality programming and accountability within the framework of World Vision Food Assistance guidelines.

### **Major Roles and Responsibilities:**

- Support implementation of the approved Project M&E system, through designing and disseminating appropriate data collection tools for routine monitoring.
- Participate in the design and implementation of planned assessments, baselines and evaluations in line with the donor evaluation standards and WV International DM&E guidelines
- Conduct routine tracking of progress on planned milestones and indicators using the project Indicator Tracking Table (ITT) and update project management on appropriate areas of specific achievement, interest and/or concern.
- Plan for and conduct periodic quarterly progress monitoring by leading field data collection together with the project staff to collect data on the approved indicators in line with the Annual Implementation Plan.
- Carry out routine data quality assessment on project monitoring data collected before it is used for reporting.
- Review all project reports and ensure they have compliance with donor standard, ensuring the report addresses all quality issues and integrates cross-cutting issues (gender, disability, protection)

- Establish and maintain project/indicator M&E databases to routinely track performance of output and outcome indicators to facilitate effective reporting of project achievements and establish linkage of project achievements with the National office strategy
- Document best practices, lesson learned and success stories about project interventions in the region
- Support Project Coordinator in the compilation of weekly, Monthly, Quarterly, and annual reports through provision of timely accurate and updated data.

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

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- A Bachelor's degree in Statistics, Quantitative Economics, or Social sciences with Field experience in Monitoring and Evaluation and or a Diploma with a strong work experience with a minimum of 3 years' experience in Monitoring and Evaluation. Experience working as M & E for a Food security and Livelihood project will be an added advantage.
- Knowledge of and experience with a range of M&E tools and techniques, including ability to develop effective systems for data collection, analysis and dissemination.
- Very Good command of MS Excel, and working knowledge of at least two statistical data management packages/software's (quantitative & qualitative) e.g., SPSS, Nvivo/Nudist
- Capacity building experience in project design, monitoring, reporting, and evaluation
- Should be highly skilled in writing programmatic reports
- Good writing and communication skills.
- Able to analyze collated data to highlight areas of concern and communicate these effectively to the implementing team leaders
- Excellent computer skills in Excel, Word & Sun-systems software.
- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff
- Some managerial experience in a busy accounting office

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

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