

Approved
Hga
22/09/2017



VACANCY

Distribution Project Officer - GFD



Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Distribution Project Officer - GFD**. The position holder will be base in Juba.

Duties & Responsibilities:

- Assist Distribution Project Manager in planning, implementation, monitoring and evaluation of GFD activities.
- Meet with the GFD team (both contracted staff and casuals) on a regular basis and plan activities and ensure that the team has clear and proper instructions on how to carry out tasks.
- Oversee and support storekeeper in carrying warehouse duties
- Prepare/ follow up administrative documents related to the hiring of casual labour and ensure Concern's procedures are respected.
- Prepare activity reports on weekly/ monthly basis - capturing details of activities carried out and submit the same to Distribution Project Manager, or to WFP when required to do so by the supervisor.
- Undertake safe keeping of work records/ files and ensure that information is accessible to other members of the team, in soft and hard copies.
- Take part in assessment missions as may be required by line management and by the donor (WFP)
- Manage distribution database during and after distribution exercises and ensure that it is free from manipulation.
- Liaise with Project Management Committee (PMC) and community leaders and ensure they are informed with regards to Concern's distribution activities. This would include representing Concern's GFD team at community and humanitarian meetings.
- Supervise repair/ maintenance of structures within Food Distribution Centre (FDP) ahead of any planned distribution activity and as per need.
- Ensure distributions are carried out in a safe and orderly manner
- Provide capacity building trainings to GFD staff as and when required.
- While in collaboration with WFP Sub Office and under the supervision of the Distribution project manager, follow up on the status of food requests and fix distribution timings.
- Carry out any other work related activities and duties that may be assigned by the Supervisor.

Desired Qualification

- Minimum qualifications: Relevant Discipline Degree or Diploma on; Project Management, Community Development, Administration, Development studies, Logistics or any related field.

- 5 years progressive experience in project implementation and supervisory position under humanitarian emergency response.
- Experience in carrying out food distributions.
- Past experience in working for an international NGO - under WFP funded projects.
- Good communications, report writing, MS office and skills in IT
- Good spoken and written English desirable
- Commitment to humanitarian principles, CHS
- Good understanding of humanitarian issue of South Sudan

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment.
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office located at Airport Road, Tongping Opposite Ebony Bank NOT later than 11th October 2017 Or email it to: vacancies.juba@concern.net**
2. The position is open only to South Sudanese national living outside the PoC
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

