



South Sudan Mission



VACANCY NOTICE

Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **BSFP Distribution Officer (1 Position)**.

Position open date: 7th February 2017

Starting date: 1st March 2017

Duty Station: Malualkon

Objective 1	Nutrition data collection
Tasks & responsibilities	<p>Activities:</p> <ul style="list-style-type: none"> • Enter completed data into the CompAS data base. • Data base maintenance by compiling all the data from the study sites(OTP sites). • Check the quality of the data to be entered and inform immediate supervisor of any problems. • Perform data quality checks and resolve any issues that arise. • Communicate and share with the data manager any issues related to data so that timely resolution. • Liaise with the Research Officer to obtain accurate project data. • With guidance of Research manager, initiate and perform data cleaning and ensure consistency among all the data sets. • Assist in coming up/developing a data quality protocol to be used for quality checks and assurance for database under data management. • Keep the data log book of data entry queries and inconsistencies. • Coordinate the data checking process and produce reports on the data quality. • Present weekly and monthly reports of data entries
Objective 2	Data entry and analysis:
Tasks & responsibilities	<p>Activities:</p> <ul style="list-style-type: none"> • Ensure the cleaning of the data. • Summarize the entered data in the form of reports as appropriate. • Cross check entered data into the databases and verify with hard copies/reports. • Propose improvements on data collection by the nutrition supervisors.
Objective 4	Reporting:
Tasks & responsibilities	<p>Activities:</p> <ul style="list-style-type: none"> • Prepare weekly / monthly reports of data entries. • Prepare monthly nutrition databases (SAM and MAM) • Based on the data available, develop reports as required..
Objective 5	Assist CompAS Research Officer in Collection of the Reports from Various Centres (OTP sites)

	Activities: <ul style="list-style-type: none"> • Collect the ComPAS report from the field when requested by the supervisor • Assist nutrition team in implementation of the program in case there is no data to be entered • Carry out any duty as requested by the Research manager.
--	---

INTERNAL & EXTERNAL RELATIONSHIP	
Internal	<ul style="list-style-type: none"> • Nutrition Programme Manager: hierarchical relationship – technical support – exchange of information. • Deputy Nutrition Program Manager: hierarchical relationship – technical support – exchange of information. • ComPAS Research Manager: Direct supervision-technical support and exchange of information
External	<ul style="list-style-type: none"> • Local community leaders: exchange of information, & collaboration of activities. • Local government medical authorities: exchange of information, and coordination. • Field staffs of international aid organisations: exchange of information and collaboration.

REPORTING RESPONSIBILITIES
<ul style="list-style-type: none"> • Monthly field activity reports. • Weekly field activity reports.

POSITION REQUIREMENTS	
QUALIFICATIONS	
<ul style="list-style-type: none"> • Higher Secondary School Certificates • Certificates in Computer - MS-Office, Windows operating system and other computer applications • Ability of fluently using MS-Word, Excel, Access and PowerPoint 	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Sufficient knowledge of computer/Data entry • Good communication skills • Experience with ACF-USA nutrition activities. • At least one year experience as data collection, data entry and cleaning with international NGO. • Ability to manipulate data in Microsoft excel is a must
PREFERRED	<ul style="list-style-type: none"> • Clear understanding of Team Work. • Ability to identify significant changes in data. • Excellent demonstrated organization skills with good oral and written communication. • Ability to work under varying levels of pressure • Flexible personality and negotiation skills.

This document is non-contractual and may be modified to reflect the changing needs of the service.	
Objective 1	Ensure technical implementation of FSL BSFP activities in Aweil East
Tasks & responsibilities	<ul style="list-style-type: none"> • Supervise quality implementation of FSL BSFP activities according to technical standards and workplan; • Plan FSL BSFP activities on a weekly basis in line with the general workplan; • Support any necessary assessments to ensure that target population has access to planned services; • Implement targeting and registration of beneficiaries correctly in line with project standards and ACF best practices; • Conduct nutrition screening of beneficiaries and ensure that referral systems are in place and functional; • Ensure the use of appropriate techniques, curriculum and materials for staff

	<ul style="list-style-type: none"> and community training; Support post-implementation monitoring of ACF BSFP activities.
Objective 2	Ensure quality logistic management of the BSFP food distribution
Tasks & responsibilities	<ul style="list-style-type: none"> Ensure that ACF logistic processes are followed in a quality and timely manners; Follow the project procurement plan developed in collaboration with the logistics department; Ensure timely procurement request and delivery of project needs; Support in the development of a Food Supply delivery plan to be submitted to the donor/partner; Ensure timely delivery of supply following the donor and ACF processes; Ensure timely distribution of supply to the sites according to the plan and ACF processes; Support the development of a distribution plan on a monthly basis to be submitted to the field coordinator and Logistic department; Ensure quality reporting and accountability of stock and stock movement; Ensure close cooperation and good information channels with the Logistic department.
Objective 3	Ensure project's security requirements are implemented and monitored
Tasks & responsibilities	<ul style="list-style-type: none"> Respect the Security rules defined by ACF mission in South Sudan; Ensure that project team are following and respecting Security rules at field level; Report any security incidents and other security related information in the area to the supervisor; Ensure that implementation of distribution activities are in line with security related standards to ensure safety of staff, beneficiaries, and stock.
Objective 4	Manage FSL BSFP team and coordination with other ACF support team at Base Level
Tasks & responsibilities	<ul style="list-style-type: none"> Provide necessary technical support for project staff regarding program implementation; Ensure that ACF HR procedure are followed and prepare necessary documents; Ensure budget expenditure are followed as planned Ensure FSL BSFP related expenses and related processes are implemented as forecasted for planned activities; Coordinate with team at National Level for procurement processes, ensuring compliance with ACF and donor procedures.
Objective 5 - Reporting	Ensure timely reporting to BSFP Manager
Tasks & responsibilities	<ul style="list-style-type: none"> Track the progress of activities, ensuring achievement of program indicators using appropriate tools; Collaborate in all reports related to the BSFP project in close collaboration with the FSL and Nutrition department ;

	<ul style="list-style-type: none"> • Provide information to the supervisor on FSL BSFP activity inputs and progress updates; • Reporting on attended meetings or training to share with program staff and FSL/nutrition Coordinator; • Document the results of all assessments and situation reports; • Ensure that simple beneficiary feedback mechanisms are in place to provide accountability for FSL BSFP activities.
Objective 6	Represent ACF and participate in external coordination within the related sector stakeholders/partners at the county and state level.
Tasks & responsibilities	<ul style="list-style-type: none"> • Participate in FSL and/or nutrition Coordination meetings held at county and state levels as requested; • Participate in WFP Cooperating Partners (CP) meetings as requested; • Assess feasibility of ACF technical support and guidance to partner agencies and relevant governmental bodies. • Coordinate FSL BSFP activities in the field with local authorities, stakeholders and NGOs. • Keep an update on the evolution of the FSL and nutrition situation in all the areas targeted by the response

Internal & External relationships	
Internal	<ul style="list-style-type: none"> • <u>BSFP PM</u>: hierarchical relationship – technical support – exchange of information • <u>Nutrition/FSL PM</u>: Functional relationship – technical support – exchange of information and collaboration in reporting and implementation of activities • <u>Administrative/Log Team</u> : exchange of information and collaboration on financial and planning matters • <u>Others officers</u>: exchange of information and coordination (integrated approach)
External	<ul style="list-style-type: none"> • <u>Local governmental and non-governmental partners</u> : exchange of information, coordination, training, supervision, influence on choice of technical options • <u>Local representatives of international aid organizations</u> : exchange of information

REPORTING RESPONSIBILITIES
<ul style="list-style-type: none"> • Support the preparation of regular assessment reports (both internal and external) • Support the preparation of internal weekly and monthly field activity reports • Contribute to regular donor reporting and proposals • Support the preparation of monthly activity reports including the reporting on all indicators related to the project • Support the preparation of punctual qualitative study (surveys, focus groups, etc.), supports report drafting and review for dissemination.

POSITION REQUIREMENTS
QUALIFICATIONS
<ul style="list-style-type: none"> • BSC or Master's degree in Project Management, Logistics, Supply Chain, Nutrition, Agriculture, Food Security or related field and/or PMP Certification

SKILLS & EXPERIENCE

ESSENTIAL

1. Minimum of 2 years' experience in FSL or nutrition program project management including team management, planning and implementation of mass food/NFI distributions;
2. Excellent understanding of logistic and supply chain management;
3. Excellent computer skills (MS Word, Excel, Outlook). Comfortable with developing multi-tab linked spreadsheets;
4. Excellent skills for professionally developing staff, delivering trainings, and monitoring progress;
5. Strong written English.

PREFERRED

- Previous experience with WFP food distributions especially BSFP;
- Previous experience in South Sudan;
- Previous experience with ACF;

This document is non-contractual and may be modified to reflect the changing needs of the service.

To apply send your application with CV, cover letter and three professional references to hr-mln.ssd@acf-international.org specifying "**BSFP Distribution Officer**" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town and Malualkon-NBeG state.

The deadline for applications is Wednesday 15th February 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable


APPROVED BY OFFICE OF LABOUR
AND SOCIAL SERVICES
JUBA EAST STATE