



World Vision

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 AT WORLD VISION SOUTH SUDAN

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):

Job title: Senior Food Assistance
Reporting to: Food Assistant Project Manager
Location: Kuajok, But covering Warrap Region

Purpose of the position:

To participate in the planning and implementation of food assistance programs/projects and coordinate the receipt, storage, dispatch, distribution, monitoring, documentation, accounting and reporting of commodities within the standards established by World Vision and food aid donors. Represent World Vision at County level to develop relationships with government officials, project partners, beneficiaries and donors.

Major Roles and Responsibilities:

Commodities Management and Implementation:

- Participate in key humanitarian meetings, including networking with other humanitarian partners, donor and UN agencies, and FPMG.
- Coordinate with other sectors the food aid program implementation and propose innovative ideas for integrating food as a resource into other sectors.
- Track all commodities from point of origin to destination, accounting for all commodities received in person or through a delegate of World Vision and comparing counts to waybills and other legal documents.
- File claims for loss or damages, documenting such losses and verifying their disposal according to the procedures or expectations of the donor and World Vision management.
- Manage all warehouses in the designated area under World Vision's control to ensure safe, orderly, clean, and vermin-free storage.



- Maintain inventory control and conduct at least monthly physical inventories to ensure that losses are controlled in storage.
- Implement an orderly voucher system for the controlled dispatch of commodities from donor warehouses to centers under World Vision's supervision.
- Prepare distribution plans in coordination with the project partners to ensure the timely delivery of the required commodities at each distribution site.
- Maintain complete lists of all program beneficiaries; including, types, quantities, and dates of rations received by each (as verified by signature or thumbprint of the beneficiary) and reconcile with original consignments.
- Set up complain and response mechanisms in all final Distribution points.
- Establish post Monitoring and Distribution systems in FDP, and ensure the activities are conducted as requested by DME/SCO.
- Ensure timely billing and certification of all food commodities distributed.

Documentation and Reporting:

- Ensure that all food and non-food commodities have auditable track record.
- File claims for loss or damages, verifying their disposal according to donor standards and WV.
- Report to the Commodities Manager appropriately on major issues, concerns and large losses.
- Maintain complete lists of all food aid program beneficiaries, which reconciles with original consignments.
- Report all incidences that would affect program accomplishment.
- Document and Report on all the CRMs
- Provide monthly progress on project implementation.
- Provide timely reports as agreed upon by the Donor/Management.

Human Resource Management

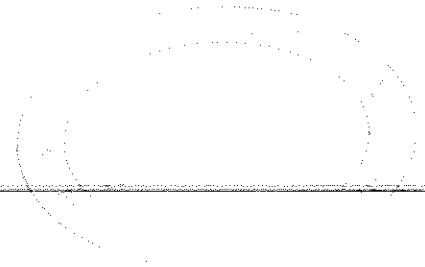
- Engage in the identification and recruitment of commodities officer, field coordinator, CTS assistant/officer, FFA staff (field technicians, officer) and food monitors.
- Ensure proper training and develop capacity building for food monitors.
- Ensure all staff is trained in reporting and documentation.
- Guide staff to develop an individual operations plan (IOP).
- Perform regular performance review based on IOP.
- Evaluate field coordinator, CTS assistant and food monitors, promote and reward excellent work.

Coordination:

- Liaise with local County authorities and delegates to see that proper coordination is being maintained.
- Coordinate with reporting division to ensure reports from food monitors are received in a timely manner.
- Attend and participate in spiritual nurture meetings/devotions as scheduled.

Qualifications: Education/Knowledge/Technical Skills and Experience

- University Degree in Social Sciences, or other related field to this position
- Direct experience with and thorough working knowledge of Food Assistance legislation and regulations of major donors.



- Demonstrated experience in Food Assistance planning, conceptualizing and advocacy
- Knowledge and good understanding of WV and SHERE, LCP, Red Cross and other HEA principles.
- Strong empirical knowledge of the humanitarian sector
- Understanding and valuing diversity and maximizes diversity to achieve organizational goals.
- Must be a collaborator and team builder committed to the transfer of knowledge.
- Able to promote a healthy work environment for self and others whereby a balance is maintained between work and recreation/family.
- Excellent communication skills, both verbal and written, as well as negotiation and administrative abilities.
- Well-developed interpersonal skills with ability to build personal relationships with the teams and support offices.
- Must be dynamic and proactive
- Cross cultural experience and sensitivity, flexible worldview, emotional maturity and ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments and physical hardship conditions with limited resources.
- Must be committed to World Vision core values, mission statement and Christian ethos.
- Must have a clear understanding of the workings of the major donors particularly WFP.
- Must be able to represent World Vision to the major program donors in a professional manner
- Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context.
- Excellent work experience in training facilitation, mentoring and capacity development
- South Sudanese Nationals only.

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**

Qualified female candidates are particularly encouraged to apply

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

Applications should be submitted to this email recruitsdno@wvi.org or Hand delivery to the **National office in Juba and/or any field offices.**

Closing date for receiving applications is 30th April 2019.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

