

I Approved

~~XXXXXXXXXX~~
DL
01 JUL 2019



**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

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 role below:

'Female applicants are highly encouraged to apply'

Job title: Food for Education (FFE) Officer
Reporting to: Project Manager
Location: Yambio
Availability: As soon as possible

Purpose of the position:

To maintain accurate School feeding 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.

Ensure the commodity accounting procedures in WVSS are in compliance with the WV partnership / DMT commodities accounting manual.

Major Roles and Responsibilities

I. Planning and Commodity management

- Responsible for Commodity management including logistics, storage, distributions, accountability and reporting.
- Responsible for conducting logistics capacity assessments, identify associated risks and suggest mitigation measures.
- Responsible for logistic s planning and coordination including preparation of food commodity plan for estimating tonnage needs in advance.
- Responsible for storage safety and control physical stock movements and recording keeping

World Vision
Western Equatoria Zone - South Sudan
01 JUL 2019

~~XXXXXXXXXX~~
RRC
YAMBIO COUNTY
TT Noted by RRC COORDINATOR

2. Coordination

- Liaise with the Project Manager to identify suitable candidates for recruitment as required project Field staffs
- Participation in Needs assessments in a multi- sector assessments and take lead in community mobilization, registration and preparation of distribution plans
- Work closely with the project manager in identification of opportunities for collaboration or integration with other sectors or agencies within the programme. Liaise with the Project Manager to address any administrative and programmatic issues relating to food assistance/school feeding projects.

3. Project Monitoring and Evaluation

- Responsible for ensuring commodity Tracking System (CTS), project data quality checks and audit reviews.
- Check on any reports of diversions by Field Monitors and/or other food Assistance staff and recommend appropriate action against responsible person(s) who is involved in diversions immediately
- ❖ Support continuous project activities implementation monitoring and periodic evaluations as required.

❖ Capacity building

- ❖ Carry out on the job training for newly recruited project staffs under his/her responsibility.
- ❖ Delegate or build capacity of the project staffs.
- Appraise the performance of all Field Monitors/project staff under his/her supervision.
- Training of Project management committees (PTA & School Management Committees) sensitization and review meetings with concerned project stakeholders

5. Accountability and reporting

- Responsible for timely preparation of the required project reports and submission to the project manager
- Report on program activities on weekly and monthly, quarterly and annually basis to the Food Assistance Project Manager
- Work with Field Monitors preparing project site monitoring reports and submit on time as well as other required documentations.

6. Perform any other assigned duties

- Assist the project manager in design of the food/project interventions, including proposal writing and budget formulation

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:

- Bachelor degree in Education, Business Administration, Social work and any other relevant qualifications with candidates with relevant strong backgrounds with good experience may also be preferred (Business Administration and Management, Project Planning and Management etc).
- This position requires a mature candidate, a self-starter, with dedication and ability to work with less or no supervision. Must demonstrate willingness to learn and work with others as a team.
- Exhibit Spiritual discipline at all times committing to WV core values and mission statement
- Candidates should also have at least 2 years' experience in a related field preferably, food assistance programming, relief operation, management and logistics.



- Ability to perform field assignments and willingness to travel for long periods of time in difficult terrain, harsh and demanding conditions.
- Excellent oral and written communication skills in English. Having demonstrated organizational, interpersonal and communication skills;
- Competent computer skills for report writing
- South Sudanese Nationals only

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

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 equally 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 drop to the locations indicated above.

Closing date for receiving applications is: 17th July 2019

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

