



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 Supervisor (1 Position)**.

Position open date: 7th February 2017
Starting date: 1st March 2017
Duty Station: Malualkon

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| Objective 1 | Ensure technical implementation of FSL BSFP activities in Aweil East |
| Tasks & responsibilities | <ul style="list-style-type: none"> • Ensure quality implementation of FSL BSFP activities according to workplan; • Support in the development of the FSL BSFP weekly activity plan; • 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; • Support nutrition screening of beneficiaries and ensure that referral systems are in place and functional; • Support post-implementation monitoring of ACF BSFP activities. |
| Objective 2 | Ensure quality logistic management of BSFP project in Aweil East |
| Tasks & responsibilities | <ul style="list-style-type: none"> • Ensure that ACF logistic processes are followed in a quality and timely manners; • Participated in identifying procurement needs and support the direct line manager in procurement process; • 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 at field level. |
| 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 (distribution site); • 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. |

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| Objective 4 | Manage FSL BSFP team and coordination with other ACF support team at Base Level |
| Tasks & responsibilities | <ul style="list-style-type: none"> • Ensure that ACF HR procedure are followed and prepare necessary documents; • Responsible for all cash movements at field level; • Keep an updated register of the staff duty record (absences, leaves) and report to line manager; • Support HR and line manager in any recruitment process as requested; • Manage any issues encounter at field level between staff or community. |
| Objective 5 - Reporting | Ensure timely reporting to direct line manager |
| Tasks & responsibilities | <ul style="list-style-type: none"> • Track the progress of activities, ensuring achievement of program indicators using appropriate tools; • Provide information to the direct manager on FSL BSFP activity inputs and progress updates; • Ensure that simple beneficiary feedback mechanisms are in place to provide accountability for FSL BSFP activities. |
| Objective 3 | 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"> • 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 | |
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| Internal | <ul style="list-style-type: none"> • <u>BSFP distribution officer</u>: hierarchical relationship – technical support – exchange of information • <u>FSL BSFP 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 |
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| <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 |
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QUALIFICATIONS

- 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 including team management;
2. At least 1 year experience in implementation of mass food/NFI/Cash distributions;
3. Excellent inter- and intra- personal skills to ensure consistent positive relations with various stakeholders;
4. Excellent skills for professionally developing staff, delivering trainings, and monitoring progress;
5. Capacity to read and write in 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 Supervisor" 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 Maluakon-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

A circular blue stamp with Arabic text is partially obscured by a large, stylized red signature. The signature includes the number '287' written in red ink.

APPROVED BY Office of Commissioners
Anwil East state