

Non-Food Item (NFI) Officer**Duty Station: Juba with frequent field visit**

Job Purpose: The NFI Officer is responsible for assisting affected communities in need of NFIs and emergency shelter, but may assist in other interventions as well. The NFI Officer will have responsibility in NFI project planning, coordination with local authorities and humanitarian actors, implementation, budgeting, reporting and to ensure the NFI project is run effectively in emergency response sites

Key Responsibilities**Technical:**

- Facilitate discussions with the local authorities to ensure they have a good understanding of Medair's programming and interventions, and alert the team to any potential.
- Focus on efficient and equitable distribution methods in consultation with the affected population and ensure the most vulnerable individuals or households are targeted for assistance.

Budget management:

- Management of daily expenses used for the project, including entering expenses into field expense reports following completion of field assignments.

Staff Management:

- Responsible to act as team leader on a site when requested.
- Assist in hiring and supervising casual labour assisting in NFI activities or logistics support in the field.
- Cover for the team leader upon request.

Quality Management:

- Monitor progress against set objectives.
- Ensure all reporting and administration is done according to the relevant guidelines and is reported accurately.
- Ensure NFI and emergency shelter assistance is reaching emergency affected populations and is correctly targeted.

External Representation:

- Cover for Upper Nile or Central Equatoria State Focal Points when requested (covering state-wide stock reporting, coordination, etc.).
- Attend meetings when requested.
- Refer to the NFI Project Manager before making any commitment on behalf of Medair whether verbal or written.

Logistics and Security:

- May be responsible for logistics and movement of cargo received at field sites and arranging appropriate storage for NFIs prior to a distribution.
- May be responsible for identifying and managing appropriate lodging, food and living arrangements at field sites, in consultation with the NFI Project Manager.
- Share security information with team and the NFI Project Manager and/or team leader.
- Occasional other tasks that may be given by the Senior NFI Officer, NFI Manager or Project Manager to assist in overall programming

Qualification/Experience

- Diploma in Community Development is essential, Degree is desirable or similar qualification is acceptable.
- 2 years' work experience in similar position
- 1 year work experience in NFI
- Experience in emergency responses in South Sudan and managing large scale distributions

We encourage female candidates to apply.

Applications deadline: **25th July 2017.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Human Resources Department**

Medair South Sudan

Theo Road, Hai Tongping

or e-mail: recruitment@southsudan.medair.org

