



Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy: Food Assistance Program Coordinator

Number of Vacancies: One (1)

Reports to: Food Assistance Program Manager

Program: Food Assistance Program

Duty Station: Ajuongthok

Start Date: ASAP

Deadline of Application: 24th June 2019

SUMMARY OF THE POSITION

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The Food assistance Program Coordinator will manage all food assistance Program activities in the assigned location according to work plans and proposals including managing the food assistance team, contracted staff and casual laborers and will conduct regular monitoring and evaluation activities according to Samaritan's Purse (SP) agreed standards and schedule, with the support of the program manager. He/she will maintain Christian values and standards showing the passion of Jesus through giving and serving the needy people.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management and Administration

- Direct line management of Program officers and field monitors in the operation area
- Work on all field staffs performance review and timely submission to the program manager.
- Maintain accurate HR records for all program teams and submitting quarterly leave plan to program manager.
- Plan and prepare cash advances for field operation
- Liaising with the program manager to SP financial management guidelines

Programming:

- Verify the planned movements and distribution of food or non-food items, reporting issues or discrepancies to the supervisor for timely resolution of problems and to ensure that the quantity distributed and the quality of the operation is in line with SP and Donor standards.
- Maintain information records and monitoring plan documentation, such as records of commodity trackers, physical inventories, food distribution reports, commodity movements and program checklists, in order to assist in the effective delivery and distribution of food commodities.

- Actively participate in all Distributions and program activities by leading and supervising Food Monitors in their daily tasks.
- Ensure all Field activities are implemented in line with established protection protocol.
- Administer all project activities in accordance with the agreed work plan and project proposal
- Submit requests for updating beneficiary lists to program manager as appropriate
- Create monthly distribution schedule
- Ensure CRN (commodity Release Note) is accurate and current, sending updates to program manger
- Maintained and submitted updated records of commodities received/ distributed and beneficiary served
- Engage actively in training and willing to learn and take on new food programming tasks and responsibilities for advancement
- Coordinate all programmatic and logistics activities at operation area level with relevant local authorities, INGOs and CBOs, WFP staff and community stakeholders
- Any other duties as assigned by the program manager
- With a generous and serving spirit perform all other tasks& responsibilities assigned for the benefit of Samaritan's Purse

KNOWLEDGE AND SKILLS

- Maintains a personal relationship with Jesus Christ. Be a consistent witness for Jesus Christ.
- Willingness to travel in and out of field.
- 3-5 years' experience in food programming preferably with WFP programs
- Diploma or Degree in Agriculture, Business management, logistics or warehouse management
- Fluent in both spoken and written English and Arabic will be added advantage
- Experience in major computer applications including Microsoft Word, Excel and Outlook
- Ability to read and interpret documents such as Food assistance Program reports and procedure manuals. Ability to write routine reports and correspondence.

How to apply: : Any interested applicants are required to submit an application letter , copies of academic certificates, updated CVS copy of national ID cards for clear nationality identification to Samaritan's Purse Juba Office/YIDA/Ajuongthok and RecruitSouthSudan@samaritan.org not later than **24th June 2019** . **This position is strictly for South Sudanese Nationals only**

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

NB: Female candidates are strongly encouraged to apply

HR Recruitment team

