



Vacancy Announcement

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 Coordinators (2 Positions)
Reports to: Food Assistance Program Manager
Duty Station: Both South and North Mayendit
Start Date: ASAP
Deadline of Application: 3rd May, 2017

SUMMARY OF THE POSITION

The Food assistance 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

MAJOR DUTIES AND RESPONSIBILITIES:

Management & Administration:

- Direct line management of Program officers and field Monitors in the operation area.
- Work on all field staff's 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 and Field Accountant for any financial movement at field level and adhering to SP financial management guidelines.

Programming:

1. 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.
 2. 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.
- Oversee all GFD and other activities in the operation area.
 - Supervise and monitor all Food delivery air dropping as well as air lifting, commodity dispatches and commodity distributions.



Approved
Juba
21/04/17

- 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 of beneficiary lists to Program Manager, as appropriate.
- Create monthly distribution schedule.
- Ensure CRN (Commodity Release Note) is accurate and current, sending updates to Program Manager.
- Maintained and submit updated records of commodities received/distributed and beneficiary served.
- Engage actively in trainings and willing to learn and take on new food programming tasks and responsibilities for advancement.
- Coordinate all programmatic and logistic 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 (SP)

KNOWLEDGE AND SKILLS

- Maintains a personal relationship with Jesus Christ. Be a consistent witness for Jesus Christ.
- 3-5 years of Food assistance Programming experience preferably with WFP programs
- Diploma or university degree with further training in Agriculture, Business management, logistics, or warehouse management.
- Fluently read and write in English and spoken knowledge of Nure will be an advantage..
- Experience in major computer applications including Microsoft Word, Excel and Outlook

How to apply: Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification to Samaritan's Purse – Mayendit Office by **3rd May, 2017**. Only South Sudanese applicants will be considered for this position.

Application can also be sent via email to: RecruitMayendit@samaritan.org

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

