

## JOB DESCRIPTION

<b>Job Title:</b>	FIELD SUPERVISOR (GFD/FFE/CGD/FFA)
<b>Qualifications:</b>	College level qualification (Diploma or equivalent) in Social Sciences, Education, Development Studies or any other relevant field. A Bachelor's degree in these areas will be an added advantage.
<b>Experience:</b>	At least 2 years work experience managing or team leading project(s), preferably in humanitarian agencies with a bias towards emergency food aid.
<b>Job Location:</b>	Juba, or Upper Nile – Nasir, or Warrap, or Kapoeta or Jonglei or Western Equatoria, South Sudan.
<b>Direct Supervisor:</b>	General Food Distribution Project Manger

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**Job Summary:** This is a mid-level management role to team lead in ADRA's FSL programming, reporting and accountability standards while providing necessary leadership, technical support and capacity building for the staff working in food aid. The Supervisor will report to the FSL Coordinator or the PM as advised.

Areas of focus include team supervision, implementation, logistics, reporting and accountability for the program.

The Supervisor will also support in coordinating with the government, other humanitarian players and any other relevant stakeholders in the Food Security sector at his/her level.

### Duties & Responsibilities:

1. Work with Agric Extension Officer, Infrastructure Officer, Food Monitors and other field staff to ensure the smooth and efficient operations of the program.
2. Provide or facilitate for adequate technical support to the team to ensure that staff have the needed capacity to adequately perform their duties.
3. Produce and manage a shared Detailed Implementation Plan.
4. Provide capacity building to communities and beneficiaries in food management, record keeping and reporting as the case may be (particularly the PTAs and the BMCs or the PMCs).
5. Calculate monthly food requirements and prepare distribution plans and food delivery plans that are submitted to WFP as agreed. Closely follow up the implementation of these plans.
6. Work with the relevant WFP personnel through the PM to ensure timely and correct delivery of commodities to the FDPs.
7. Attend coordination meetings at WFP and actively represent ADRA in any Food Security coordination or cluster meetings at State level and Payam levels as and when assigned.
8. Ensure that all food received at all distribution points gets to the correct beneficiaries in the correct quantities and accounted for.
9. Ensure that all reports are ready and submitted by their due dates whether weekly, monthly, quarterly and end of project and are submitted to the Project Manager as per given timeline, working with the Commodity Tracking Systems Officer.

10. Attend/facilitate and contribute to monthly post distribution lessons learnt meetings with staff to identify problems, receive / provide feedback to improve the way ADRA handles and accounts for distributions.

**Performance Indicators:**

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all reports.
4. Ensure budget expenditure is not over or under utilized
5. Time management
6. Team work and developing others
7. Interpersonal and communication skills.
8. 100% coordination meetings are attended.



**Other Valued Criteria:**

1. Willingness and flexibility to work as the leader of a team.
2. Willingness to work in circumstances with limited comfort.
3. Social and cultural understanding.
4. Computer literate with good working knowledge of word processing, PowerPoint, Excel spreadsheets and email software programs. .
5. Fluence in spoken and written English required.
6. Excellent written and verbal communication and interpersonal skills.
7. Planning and organizing.
8. Technical and analytical skills

Applications should be addressed to [jobsadrass@gmail.com](mailto:jobsadrass@gmail.com)

Date of Application Post: 27<sup>th</sup> April, 2018

**Deadline for application is Friday 5<sup>th</sup> May 2018**

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Employee Name

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Employee Signature and Date

**NON-COMPLIANCE TO THE ABOVE MENTIONED DUTIES AND RESPONSIBILITIES, MAY RESULT IN THE EMPLOYEE BEING REPRIMANDED, ISSUED WITH A WRITTEN WARNING OR CONTRACT BEING IMMEDIATELY TERMINATED.**

**THIS JOB DESCRIPTION IS SUBJECT TO CHANGE AT ANY TIME, ON MUTUAL AGREEMENT BETWEEN THE ADRA ADMINISTRATION AND THE EMPLOYEE, AS NEED MAY BE BETWEEN EMPLOYEE AND ADRA.**