



*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children*

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible. World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals **(Man or Woman)** who are willing to share in our vision and promise to Children, to join us in the role below:

Job Title: Food Assistance Information and Reporting Officer (1 position)
Reporting to: Project Manager
Location: Tonj North
Employment Status: None relocatable
Availability: As soon as possible

Purpose of the position:

The Food Assistance Information and Reporting Officer (FAIRO) is responsible for managing food and cash assistance information systems and supporting warehouse logistics operations at the field level. The role leads the use of the Item Tracker System (ITS), Last Mile Mobile Solutions (LMMS), Logistics Execution Support System (LESS), PartnerConnect, and other corporate tools to ensure accurate tracking of commodities and cash from receipt, storage, movement, distribution, and reporting to WFP and World Vision. The position provides technical and operational support to field monitors, warehouse and logistics staff, and project teams during registration, distribution, stock management, and reporting. The FAIRO ensures timely, accurate, and compliant reporting, maintains digital and physical archives, supports warehouse inventories and reconciliations, and contributes to audit readiness and donor compliance.

ROLES AND RESPONSIBILITIES:

Food and Cash Assistance Information Management:

- Lead management of food and cash assistance information using ITS, LMMS, LESS, and PartnerConnect to ensure full traceability of commodities and cash from receipt to final distribution.

Milestones

- ITS, LMMS, and LESS are configured and operational for all active projects
- All commodity receipts, dispatches, and distributions captured accurately in systems
- Cash-based assistance data entered and validated monthly

- Regular reconciliation between system data and field records
- System issues identified, logged, and resolved in coordination with support teams
- Monthly system performance checks conducted

Donor Reporting and Compliance:

- Ensure timely and compliant submission of all WFP food and cash assistance reports through PartnerConnect, aligned with Field Level Agreements.

Milestones:

- Monthly Forms 3, 4, and 6 prepared and submitted by the 5th of each month
- Commodity Summary Statement (CSS) and Cash Transfer Summary Statement prepared monthly
- CSS and Forms 4 reconciled and verified before submission
- PartnerConnect reports validated and submitted on time
- Follow-up on WFP feedback and verification comments
- Reporting calendar shared and monitored with project teams

Warehouse and Logistics Oversight:

- Provide information and reporting oversight for warehouse and logistics operations, supporting Warehouse Supervisors to maintain accurate and compliant records.

Milestones:

- Monthly warehouse stock reports reviewed and validated
- Physical inventory conducted jointly with Warehouse Supervisors
- Warehouse inspection and spot-check visits are conducted regularly
- Loss, damage, and claims reports prepared and followed up on
- Dispatch and receipt documentation reviewed for accuracy
- Variances identified and corrective actions tracked

Financial Documentation and Invoice Management:

- Support timely preparation, submission, and tracking of invoices and financial documentation related to food and cash assistance.

Milestones:

- Monthly invoiceable costs identified with the Finance and Project Manager
- Invoice packages compiled with complete supporting documents
- Invoices submitted to WFP within agreed timelines
- Invoice tracker updated and shared with management regularly
- Follow-up conducted on pending or delayed invoices
- Coordination meetings held with Finance on reconciliation issues

Data Quality, Archiving, and System Integrity:

- Ensure high data quality standards, secure system backups, and compliant archiving of food and cash assistance documentation.



Milestones:

- Monthly data quality checks conducted across systems
- Regular ITS and LMMS backups completed and labelled
- Digital archives maintained on WVSS SharePoint
- Physical files archived securely at Tonj North Office
- File indexing and labelling updated regularly
- Audit readiness checks are conducted periodically

People Management, Supervision, and Capacity Building (FAIRA and Warehouse Supervisors):

- Provide direct supervision to FAIRA and functional oversight to Warehouse Supervisors to strengthen reporting, systems use, and compliance.

Milestones:

- Clear roles and reporting lines established for FAIRA and Warehouse Supervisors
- On-the-job training provided on ITS, LMMS, LESS, and PartnerConnect
- Monthly performance check-ins conducted
- Field mentoring and supportive supervision conducted
- Capacity gaps identified and addressed
- Performance feedback documented and followed up on.

Qualifications/Education/Knowledge/Technical Skills and Experience:

- A minimum of Bachelor Degree in Computer Science, IT or Accounting, logistics and Procurement, Economics, Business Administration, or other related courses from a recognized University.
- At least more than 3 years' experience in commodity management, accounting and reporting with any international organization or UN agencies.
- Having worked as FAIRO or similar role in any international organization or UN Agencies.
- Knowledge and skills of relational Database Management Systems- Exposure to MySQL Query highly desirable, including use of Database Management Tools (Such as MySQL Query Browser and Administrator).
- Ability to troubleshoot IT problems-both hardware and identified software failings. Aware of how to log, track and systematically troubleshoot IT problems.
- Understanding of window mobile platform is desirable.
- Previous exposure to mobile hardware technologies (in term or similar products, including Motorola/symbol) desirable.
- Comfortable with learning the new software systems and running rudimentary system upgrades, including compiling new software release.
- Solid background in the Windows operating system – WOS 10 or 11 in particular. Comfortable invoking, stopping or restarting system services, installing and uninstalling software, creating user groups and setting up user privileges.
- Solid networking skills- able to set up, securing and administer wireless ad-hoc peer-to-peer networks.
- Ability to isolate and troubleshoot network connectivity difficulties accordingly and though running IP configuration tools, resetting wireless connections. Understands TCP/IP protocol.



HOW TO APPLY:

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan.**

All interested candidates who meet requirements should apply online by clicking or copy the following link to the browser and apply:

Duration	3rd March, 2026 to 19th March, 2026
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Tonj-North-South-Sudan/Food-Assistance-Information---Reporting-Officer--FAIRO-JR48559

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through. Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



*Approved by Acting Director of Labour,
Khartoum State - Khartoum.
- Labour card is one of the requirement to
apply.*

[Handwritten signature]
08/03/2026

