tearfund

JOB ADVERTISEMENT

POSITION: **Food Monitoring Assistant Officer (1)**

LOCATION: **Twic East County**

STARTING DATE: **ASAP**

50-H-3
Approved by A/Director
MOL/RSS/JT
03 MAR 2026
03/03/2026

MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Tearfund is committed to promoting gender equality and encourages applications from qualified women and men, including those with disabilities. Tearfund is committed to promoting gender equality and ensuring the protection of all individuals, particularly the most vulnerable. We actively encourage applications from qualified women and men, including those with disabilities, and strive to create a work environment where everyone feels safe, respected, and empowered to contribute.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

Envisioning churches to embrace their calling to address poverty and injustice
Developing communities and building resilience, sustainably and holistically
Changing unjust policies and practices to deliver justice for poor communities
Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Food Monitoring Assistant Officer to be based in Twic East County.**

JOB OVERVIEW

The job holder will be responsible for the day-to-day supervision of school feeding activities by acting as the primary link between Tearfund, school administrations (PTAs/SMCs), and the community to ensure that food commodities are used for their intended purpose by improving student enrollment, attendance, and nutrition.

2. POSITION IN ORGANISATION

- **Grade: G6**
- Reports to: Health & Nutrition Manager with a dotted reporting line.
- Works with field team staff to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposal.

Tearfund Juba, South Sudan
03 MAR 2026
Sign:.....
P.O BOX 94, Juba

3. ORGANISATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:

  - To model Godly leadership in all aspects of character and conduct.

  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.

  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.

  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.

  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.

- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

4. KEY RESPONSIBILITIES

4.1. PROJECT IMPLEMENTATION

a) **Monitoring & quality assurance**
- Conduct routine daily monitoring of schools to verify feeding rates, student attendance, and proper food preparation.
- Ensure food safety and hygiene standards are met in school kitchens and storage facilities.
- Monitor food dispatch from warehouses to Final Distribution Points (FDPs) at schools, documenting any losses or returns.

b) **Data management & reporting**
- Collect and analyze program data, including **daily enrollment**, feeding records, and stock balances.
- Prepare and submit weekly, monthly, and termly reports using systems like the **Commodity Tracking System (CTS)** or WFP's **COMET**.
- Document "success stories" and case studies showing the impact of meals on children's learning outcomes.

c) **Community & stakeholder engagement**
- Train school volunteers, cooks, and storekeepers on hygienic food handling and record-keeping.
- Lead community meetings to encourage local participation and labor for school activities.
- Promote school vegetable gardens and help schools transition toward sourcing food from local smallholder farmers.

d) **Compliance & risk management**
- Actively prevent fraud or diversion of food commodities.
- Ensure all activities align with Sphere Standards and the organization's Code of conduct.
- Conduct quarterly performance reviews of field-based staff and volunteers.

MINISTRY OF LABOR
03 MAR 2026
REPUBLIC OF SOUTH SUDAN
Tearfund Juba, South Sudan
04 MAR 2026
P.O BOX 94, Juba

4.2 EXTERNAL REPRESENTATION

- Build positive working relationships with local communities, Local government line ministries department, local churches, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.

4.3 CORPORATE POLICIES, MANAGEMENT SYSTEMS and PROCEDURES

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.

4.4 PERSONNEL MANAGEMENT

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Ensure that staff respect gender equality and local culture in a sensitive way.
- Where appropriate provide pastoral support to members of the team
- Ensures that all project staff are working in accordance with their Job descriptions.

MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN
03 MAR 2026

4.5 GOOD PRACTICE AND INSTITUTIONAL LEARNING

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the H&N Manager to identify key lessons learnt from project reviews and evaluations.
- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

4.6 SPIRITUAL LEADERSHIP

- Support staff's spiritual well-being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

Other Information

Tearfund seeks, as an organisation, to be committed to Christ in all we are and all we do.
Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
An essential part of our working life is praying together as an organisation and as teams on a regular basis.

03 MAR 2026
Sign:.....
P.O BOX 94, Juba

PART 2 – PERSON SPECIFICATION

JOB TITLE: Food Monitoring Assistant Officer

	ESSENTIAL	Desirable
QUALIFICATIONS	• University degree (Bachelor's) in Nutrition or Food Security.	
EXPERIENCE	• **Field monitoring.** Experience conducting field visits to verify food distribution or program implementation. • **Data collection.** Proven ability to collect program output/outcome data using tools like KoboCollect, ODK, or CommCare. • **Analysis.** Experience performing basic quantitative and qualitative data analysis. • **Sector knowledge.** Familiarity with humanitarian principles, Post-Distribution Monitoring (PDM), and Cash-Based Transfers (CBT).	• Experience working with NGOs. • Experience in programme management • Experience working in humanitarian response. • Experience in M&E and conducting assessments.
SKILLS/ ABILITIES	• Good oral and written reporting skills in English. • Excellent communication, report writing skills and facilitation skills • Ability to manage staff in a consultative and supportive manner • Knowledge in Ms-word and Excel • Ability to take command of a situation and make decisions	• Ability to communicate fluently in English and Arabic. • Proficiency in MS Excel (for data tracking) and mobile data collection platforms. • Soft skills for liaising with community leaders, partners, and beneficiaries to gather feedback.
PERSONAL QUALITIES	• Be trustworthy and responsible • Willing to work under minimum supervision • Committed Christian • A committed and flexible team player. • Cross cultural understanding / sensitivity. • Well-developed interpersonal and team skills and ability to be flexible in demanding situations • Willingness to travel and operate in basic conditions.	• Patient & tolerant • People person – can present the 'caring face' of the programme
OTHER COMMENTS:		

MINISTRY OF LABOR
03 MAR 2026
REPUBLIC OF SOUTH SUDAN

Tearfund Juba, South Sudan
03 MAR 2026
Sign:.....
P.O BOX 94, Juba

- Regular travel across cluster countries is a requirement
- All roles require a DBS/Police check
- Tearfund is a member of the SCHR Misconduct Disclosure Scheme

Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert. The hard copy of application form can be collected from Tearfund's office Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. We encourage all applicants to submit their applications online through our web https://www.tearfund.org Indicate the title of the job you are applying for.

Closing date for receiving applications is **20th March 2026 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

Tearfund Juba, South Sudan
03 MAR 2026
Sign:
P.O BOX 94, Juba

MINISTRY OF LABOR
03 MAR 2026
REPUBLIC OF SOUTH SUDAN