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Approved by  
Inspector of Labour  
24/01/2024

## EXTERNAL JOB VACANCY

Vacancy NO. LONG- GFD PROJECT MANAGER -2023 -22- 1- 207N

Job Title: General Food Distribution Project Manager (1 Post)  
Location: Longechuk County – ( Field Based )  
Duration: 6 Month  
Reports to: Nutrition Technical Program Technical Manager  
Start Date: ASAP  
Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.



RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

#### Position summary:

The Project Manager GFD will be responsible to for the full implementation of the General Food Distribution project implemented in Longechuk by RI. The Project Manager GFD will be managed and supported by the Area Manager and technically reports to Nutrition Program Technical Lead. The Project Manager GFD will directly manage the entire GFD team in Longechuk and will also provide technical oversight of the food assistance program to ensure high quality program delivery, adherence to strong systems, compliance with all procedures, and full accountability within the framework of RI and donor standards and guidelines. The Project Manager GFD will closely collaborate and coordinate with RI colleagues, partners, donors, and government counter parts in the design and implementation of the general food distribution Program

#### SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

##### Programme Management and Coordination.

- Be the responsible and accountable manager for the high-quality delivery of the food assistance programme.
- Provide management supervision and oversight to all RI staff involved in the food assistance programme at the field level.
- Manage and track food assistance programming, budget, and assets at the field level.





- Work hand in hand with the MEAL department to develop monitoring plans for all food assistance and complementary activities (Gender & Protection, disability inclusion) in the field and ensure that regular and rigorous monitoring takes place during implementation.
- Track major trends and developments and take action to ensure projects objectives are accomplished.
- Participate in the recruitment of staff that has the required knowledge, skill, and abilities to meet RI food assistance programming standards.
- Participate in project proposal design, budget development, and drafting/review of agreements with assistance and guidance from the area manager and the Nutrition Program Technical Lead.
- Provide technical oversight through periodic visits to all FDPs (Field distribution points), monitor and review all aspects of the food programming and systems as well as provide appropriate feedback and recommendation to the GFD project staff.
- Conduct unscheduled and scheduled field visits to all FDPs to observe the distribution and check compliance with set standards.
- Conduct on spot training to correct any anomalies detected.
- Integration of other sectors in food programming i.e., MEAL, Gender, Protection, and disability inclusion.
- Ensure timely and accurate reports including daily distribution, monthly, quarterly, end-year reports, distribution summary, etc., which reflect the true picture of the food assistance project in Longechuk, are prepared and submitted to Area Manager and Nutrition Program Technical Lead as per agreed timelines.
- Work hand in hand with Finance to ensure that donor invoices are accurate, submitted on time, and that any issues arising are addressed promptly.



### Staff management

- Uphold RI's code of conduct and principles of accountability.
- Develop and implement a staff capacity-building plan on areas of commodity management, food distribution, and hygiene sensitization to meet established



standards through on job training, workshops, conferences, and any other appropriate methods.

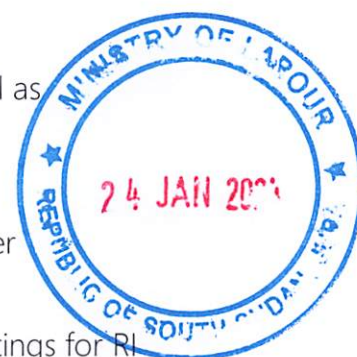
- Identify other training needs during the appraisal process and liaise with senior Management to develop strategies for capacity building.
- Develop and maintain an updated succession plan for the team that can be utilized whenever opportunities arise.
- Implement staff performance management strategy.
- Develop a leave management plan and oversee its implementation to ensure staff exercise life-work balance
- Ensure incentive worker payments are processed on time and payments made promptly.
- Cultivate a culture of high performance as per the RI core competencies spectrum.

#### Coordination and networking

- Organize staff meetings to discuss project implementation as well as challenges, successes, and solutions.
- Organize and document monthly management meetings
- Participate in partner coordination meetings with donors and other stakeholders. (UNICEF, MOH, WFP, and other Partners).
- Consolidate feedback and action points from different camp meetings for RI management response and action.
- Organize quarterly performance meetings with the donor to identify gaps and compliance.

#### Administration & budget management

- Overall supervision of logistics/Project fleet ensuring timely maintenance and service of the fleet in coordination with the support services department.
- Maintain asset register and inventory management for the project.
- Develop and oversee the implementation of the project procurement plan.
- In charge of the budget, planning, monitoring, review to ensure the project is delivered on time and on a budget in consultation with the Area Manager





- Conduct monthly finance review meetings to ensure project costs are accurate and acceptable.
- Approval of expenditure within RI levels of authority.
- Ensure all compliance issues are addressed within acceptable timeframes

#### Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.
- Work collaboratively with the Global Safeguarding Manager to advocate for the inclusion of safeguarding activities and resources within program
- Ability to demonstrate knowledge of donor requirements of safeguarding standards and protection from exploitation and abuse

For all Manager Level and above roles:

#### Culture and leadership

- Ensure a positive and productive work environment, which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI's values and ethic

#### Confidentiality



- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.

Note:

- The role of the GFD Project Manager cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the GFD Project Manager will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

### Qualification and Minimum Requirements:

Experience and skills required for this role.

Essential criteria

- Nationals of South Sudan
- He/she should at least have a university degree in Food and Nutrition, Food Technology, Public Health or advance Diploma in comprehensive Nursing/Clinical officer. A master's degree in Nutrition or Public Health is an added advantage.
- He/she should have at least 3 or more years of experience in Similar programme.

Desirable criteria

- Analytical skills and strong organizational skills
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented.



Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked LONG\_GFD-PROJECT MANAGER- 2024-01 22---208N to Relief International office in Longechuk , Juba Or by Email to; recruitments@ri.org

Because this position is urgently needed to be fill, short listing of applications shall be on rolling basis and conducted before the deadline/as applications are being received

Deadline: February 13th , 2024, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted

