



***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 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 conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision 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 Officer (1 position)
Reporting to: Area Program Manager
Location: Aweil East
Availability: As soon as possible

Purpose of the position:

The Food Assistance Officer will provide direct and continuous support to Food Program staff in maintaining the quality of WV's commodity programming and management. Areas of focus include project planning, collaboration with WV partners & donors, logistics coordination, distribution, commodity accounting & reporting and local capacity building. This is aimed at ensuring that all Food Assistance Programs are implemented in line with the set standards and objectives.

Major Roles and Responsibilities:

- Ensure effective strategic, operational and administrative coordination between all projects within the program, regardless of funding type.
- Ensure that the Food Assistance Officers supervise all the field activities.
- Supervision of field operation through Provision of technical oversight through periodic visits to monitor and review all aspects of the food programming and systems as well as to provide appropriate feedback and recommendation to the FAOs, CBT Officers, Gender and Protection Assistants, Field Coordinators and Food Monitors.
- Ensure that proper food/cash handling and accountability systems are in place including the maintenance of all required records and documentation and installation and operation of CTS at the district level.
- To supervise timely production of distribution reports by the FAO, Field Coordinators and team and consolidate all food assistance reports, ensure its accuracy and timely submission to the supervisors for review;
- Serve as WV focal point and representative of WFP during missions and at coordination meetings;
- Review districts CTS/weekly/monthly/ quarterly reports and ensure they are submitted in a timely manner.
- Represent World Vision in any meetings related to food program in the area of portfolio as necessary.
- Liaise and meet with donors and other food programming stakeholders for the purposes of networking, information sharing and nurturing partnerships.

- Participate in project design, proposal writing, budgeting process, and engaging various donors during the negotiation process
- Follow up and liaison with Food Assistance Manager to ensure that food pipeline issues are well addressed
- Participate in monthly coordination meetings in the Settlement
- Facilitate capacity building of the food team to meet established standards through on-the-job training, workshops, mentoring and other appropriate methods
- Engage in the identification and recruitment of staff.
- Ensure all staff are trained in reporting and documentation.
- Identify and develop talent that could potentially fill and perform highly in key roles in the Project and/or unit.
- Ensure humanitarian accountability systems are in place, functioning complaints Response Mechanism, and all Project Committee at field level (CHD, CMC, FMC and RWC).
- Ensure all documentation and accountability requirements are in place for new food collection procedures and distribution as per Food Resources Manual/ Donors and or meet the audit standards.
- Prepare budget for upcoming programs.
- Review all documents to ensure they meet the standards
- Follow-up all previous recommendations and fully implement them
- Monitor funding commitments, project spending against budget, preparation and submission of required program progress and financial reports on a regular basis. Ensure projects responsibly spend up to the level of funding commitment and/or provide adequate explanations for any significant variances.
- Identify and ensure the effective utilization of different funding resources (e.g. sponsorship, non-sponsorship, grant, gifts-in-kind, food, etc.) needed to support program objectives.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum of Bachelor's Degree in Social Sciences or Development Studies or any other related from recognized university.
- Two years' experience in a related field preferably in commodity programming and logistics
- Direct experience and thorough working knowledge of food aid legislations and regulations of major donors such as United States, WFP and The EU.
- Excellent presentation and report writing skills.
- Ability to effectively develop rapport and relate to donors, NGOs, and government stakeholders
- Must have strong leadership and management skills
- Show commitment to capacity building and people development.
- Knowledge of humanitarian aid standards as well as accountability standards
- Must have computer knowledge (MS Word, Excel and PowerPoint).
- Ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Excellent organizational communication and interpersonal skills
- Has strong knowledge of core principles of children rights, participation, do no harm, as well as children in emergencies minimum standards.
- Demonstrates Christ-centered life and work
- Understands and is committed to WV's vision, mission and core value.
- South Sudanese Nationals only

Working Environment / Conditions:

- *Work environment: Field Based*

HOW TO APPLY:

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with 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.**

Qualified female candidates are strongly encouraged to apply.

Applications should be submitted to **this email recruitsdno@wvi.org or Drop Hand Delivery Applications to World Vision offices.** (Please indicate on all your documents the position you are applying for)

Closing date for receiving applications is: 9th June, 2021.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

