



Advertisement for Project Officer-Invoicing and Commodity Tracking –Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of Pastoral Food for Assets (PFFA), Food Assistance for Asset (FFA), General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP), School Feeding (SF), Multipurpose cash distribution and Agricultural seeds and tools. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Project Officer for Invoicing and Commodity Tracking**, based in Juba.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The post of the Project Officer - Invoicing & Commodity Tracking is to support MSU Store Keepers in administering commodity tracking systems and maintain a proper account for all food transactions in compliance with donor requirements and regulations (WFP). The job holder will ensure the commodity accounting procedures in the program have to be carried out in accordance with the strategic objective of the NPA. Any deviation to the above must be reported to the Programme Coordinator or the Programme Manager.

All responsibilities and reporting must be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, Country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and IPD Programme Handbook, as well as approved local guidelines and regulations. The above shall be conducted in close collaboration and any deviation to the above must be reported to Programme Coordinator and approved by Emergency response Programme Manager South Sudan

Duties and Responsibilities:

General responsibilities:

The position holder is responsible for day to day management of data on food commodities in warehouses in Pochalla, Fangak and Pigi. The role will require the post holder to strengthen capacity of MSU Store Keepers on commodity reporting and proper accounting procedures. The post holder will also liaise with the WFP Juba logistics unit and Logistics unit in WFP field offices in Last Mile and other systems as required by WFP.

Specific Duties:

- Always take note and maintain and keeps record of food received and distributed.
- Ensures right quantity of food is delivered upon request from food distribution team.



- Track records on food distribution from the team leaders in the field
- Follow up with WFP on invoices and ensures payment is made to NPA account accordingly.
- Ensure time bound cost as required is done on time and given a special attention
- Stock taking of available food, damages and distribution in the ware house
- Submits food request forms to WFP.
- Support in capacity strengthening in warehousing and commodity tracking as well as capacity building the team in these areas.
- Lead commodity tracking, stock reporting and data integrity in all NPA warehouses.
- Work in coordination with Head of Sub Offices, Team Leader and Project Officers.
- Review Commodity Reports and prepare monthly invoices at the country level.
- Work closely with the Head of Sub Offices, Team Leaders and Project Officers at field level to collect Food Release Notes, waybills and supportive documents for stock reconciliation and reporting.
- Regularly updates the distribution and budget trackers as required by the management.
- Conduct field visits to review and verify the physical inventory, stacking and stack cards.
- Prepare dispatch plans after receiving food release notes (FRNs) and advise Team Leader and MSU Store Keepers on food dispatch.
- Liaise with WFP logistics unit (LESS) on monthly stock reconciliation.
- Maintain a clear accounting and documentation process for each shipment and maintain the shipment files
- Conducts the mandatory safeguarding training
- Maintain overall internal controls of NPA and ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy and incidents of non-compliance are being reported in time
- Any other duties assigned by the supervisor or management

Desired Qualifications/Skills/Experience:

- A minimum of a Diploma preferably in logistics, Accounting, Statistics or Business administration.
- Additional qualification of a degree will be an added advantage.
- At least 2-year experience of preferably within an NGO environment handling of food commodities, Invoicing and Commodity tracking s an asset.
- Knowledge of major donor regulations pertaining to Commodities accountability and reporting.

Other Qualifications/Competences:

- Good understanding of working in a team
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.
- Ability to work in team and respect cultural differences
- Committed to safeguarding vulnerable communities and individuals
- Strong moral values



NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office.

Applications submitted after 12:00 noon on Tuesday 8th March 2022, will not be considered.

Notes:

1. Submitted copies of academic transcripts will NOT be returned to the applicant.
2. Only Shortlisted candidates will be contacted.

