



World Vision®

***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:** School Feeding Officer (1 position)  
**Reporting to:** Project Manager  
**Location:** Tonj South  
**Employment Status:** None relocatable  
**Availability:** As soon as possible

### **Purpose of the position:**

To provide technical and direct management oversight of the school feeding program at the County level with a view to ensure quality school feeding programming, systems and procedures and accountability within the framework of World Vision and donor standards and guidelines. Collaborate and coordinate with the rest of WV projects departments, partners, donors and government in the design and implementation of school feeding programs including early warning disaster preparedness, mitigation and actual response. School Feeding Officer is responsible for the day-to-day monitoring and supervision of the school feeding program and training volunteers and other stakeholders, conducting community meetings and collection of program data. The School Feeding Officer plays a key role in ensuring that school-based activities are being carried out effectively and that surrounding communities are participating to acceptable standards. The school Feeding Officer also plays a link role between the school and other Partners. The school feeding Officer is a field based in the Counties near schools where WVSS and WFP is providing school feeding program.

### **ROLES AND RESPONSIBILITIES:**

#### **Monitoring & supervision of school feeding operation:**

- Provide management supervision and oversight on school feeding program at County level.
- Manage and track food assistance programming budget and assets at the County level.
- Work hand in hand with other WV projects to ensure proper integration of school feeding programming with the greater WV Ministry.

- Track major trends and findings and take appropriate action to ensure project objectives are accomplished.
- Develop monitoring plan for all schools and complementary activities (Nutrition and Hygiene) in the Counties.
- Carrying out routine daily monitoring, mentoring and coaching with weekly supervisions to schools.
- Responsibility for the organization and proper handling of data including storage of data and information relating to the school feeding program.
- Provide 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 Field Coordinator and Food Monitors.
- Ensure proper management of the entire process of distribution planning, food dispatch from the warehouse to the FDP, receipt of food at the FDP, distribution, returns and accounting of losses.
- Ensure distribution staffs have adequate distribution materials to enable them perform their work effectively.
- During field visit talk to beneficiaries and community leaders to get their opinion regarding project implementation.
- Conduct un-scheduled and scheduled field visit to observe distribution and check compliance with set standards. 50% time allocated for field visit per month.
- Carrying out routine daily monitoring, mentoring and coaching with weekly supervisions to schools.
- Collecting program data from schools and other relevant sources for program management and decision making including routine data of enrolment, feeding rate, attendance, stock balances and annual school performance and Stock Tracker System.
- Supervising the management of stock and maintaining stock records and monitoring school best practices.

#### **Reporting:**

- Collecting program data from schools and other relevant sources for program management and decision making including routine data of enrolment, feeding rate, attendance, stock balances and annual school performance,
- Make sure that reports capture all the major activities that happened during the reporting period including; success stories, challenges encountered and action taken to resolve them.
- Ensure reports are submitted to Food Assistance Manager on timely basis according to agreed schedule.
- Prepare weekly updates, monthly/termly and quarterly narrative reports as per the agreed scheduled with National, DMT and Donor/WFP.
- Ensure timely and accurate reports including DFDARs, distributions and deworming narrative reports etc which reflect the true picture of school feeding projects in the Counties, are prepared and submitted to WFP and Zonal office ass per agreed timelines.
- Put in place proper systems and schedules for review of documents and reports with a view to ensure compliance with World Vision and donor standards and guidelines.
- Developing and submitting weekly, monthly and situation reports including case studies.
- Supporting schools to deliver the feeding program safely and hygienically including access to clean and safe water for cooking.



- Identifying and dealing with school feeding emerging issues, gaps and efficiently and effectively reporting the same to management.
- Any other tasks reasonably requested for the implementation, management and development of the school feeding program.

**Staff Management and Coordination:**

- Develop and implement a staff capacity building plan on areas of commodity management, food distribution, and nutrition and hygiene sensitization in order to meet established standards through on the job training, workshops, conferences and any other appropriate methods.
- Identify other training needs during appraisal process and liaise with Food Assistance Manager and HR to see how this could be undertaken.
- Organize staff meeting to discuss project implementation as well as challenges and success.
- Participate in monthly management meetings.
- Participate in County coordination meetings with donor, education cluster and other stakeholders.
- Organize staff meeting to discuss project implementation as well as challenges and success.
- Ensure transporters company deliver food items to schools on a timely manner. Work with Field Accountant to ensure that porters' payments are processed and paid on time as agreed in the contract transporters.
- Prepare, submit and follow up school feeding dispatch plans with WVSS and WFP logistic department on monthly basis.
- To build the capacity of School Feeding Monitors and Field Coordinators and to organize, design and deliver effective School Feeding implementations at County level.
- Conduct on spot training to correct any anomalies detected.
- Facilitating the delivery of school feeding program supplies and equipment to the schools and ensuring the ongoing maintenance and care of assets donated to schools.
- Helping schools in organizing community participation through meetings with Parent Teacher Associations and Schools Board of Management with composed School Feeding Sub-Committee.
- Initiating, implementing and managing capacity building interventions for the volunteers, school feeding committees, head teachers and other committee as appropriate.
- Supporting schools to establish and implement initiative(s) that will support sustainability of the program.
- Providing training to relevant stakeholders for the effective implementation of the feeding program.
- Carrying out field assignments and other related assignments as assigned by management from time to time.
- Actively promote child rights and the safety of children and report any cases for concern regarding child protection.
- Linking with other departments to ensure smooth flow of information for effective implementation of the program.
- Responsibility for the organization and proper handling of data including storage of data and information relating to the school feeding program.
- Ensuring that organization assets and equipment are taken care of.



### **School Feeding Vegetable Gardens:**

- Engage school administrations, PTAs, SMCs and local communities to support and provide labour to cultivate vegetables gardens in schools to ensure that balance the diet and complement WFP provided rations.
- Plan and initiate purchase requisition of vegetables seeds.
- Train school feeding stakeholders on how to produce vegetables at schools and at homes
- Encourage school level's stakeholders to embark on home grown school meals (HGSM) which constitute a school meals model that provides safe, diverse and nutritious food, sourced locally from smallholders, to children in schools. HGSM aims to link school feeding to agricultural development through the purchase and use of locally and domestically produced food, thereby benefiting both school children and small holder farmers.

### **Qualifications/Education/Knowledge/Technical Skills and Experience:**

- Bachelor's Degree in Social Sciences or Development Studies.
- 3-5 years past experience, preferable with a busy NGO or UN agency, in Food Commodities handling tracking and accounting.
- Prior experience with WV CTS system and or UNWFP Compass system is an added advantage.
- Knowledge of WV, WFP and USAID regulations pertaining to relief Food Commodities Tracking, Accounting and Reporting.
- This position requires a person who is self-starter, who can accomplish the task with minimal or no supervision.
- He/she should be able to manage a team of staff as well as cooperate with other units.
- He/she must be keen on details and well-organized individual.
- Excellent organizational and time management skills, exceptional interpersonal skills and good verbal communication.

### **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:**

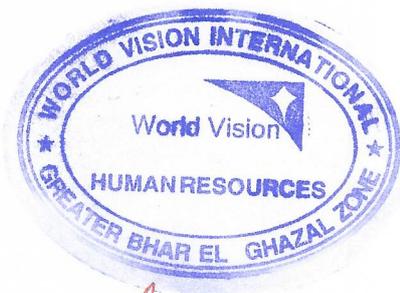
<b>Duration</b>	<b>3<sup>rd</sup> March, 2026 to 18<sup>th</sup> March, 2025</b>
<b>Click this link/copy this to the browser &amp; apply</b>	<a href="https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Tonj-South-South-Sudan/School-Feeding-Officer-Tonj-South_JR48404">https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Tonj-South-South-Sudan/School-Feeding-Officer-Tonj-South_JR48404</a>

**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,  
Warrap State - Kuajok  
- Labour card is one of the requirement  
to apply.*

*Kly  
04/03/2016*

