

**JOB #: PO-FDA-202-2/22**

**JOB OPPORTUNITY**

**Job Title:** Project Officer-Food Distribution (1)

**Department:** Programs

**Reports To:** Project Manager

**Country/Location:** Awerial

**Job Summary:**

As Food Distribution Officer you will be responsible of supervising, reporting, planning, and organizing the processes of food distributions in Awerial. Identify capacity development needs of Project Assistants, prepare performance plans, and appraise them in consultation with the Project Manager. Your skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

**Job Responsibilities:**

- Train, assign, supervise, and evaluate the work of Project Assistants.
- Ensure that all the distribution gadgets or equipment are available for the assigned period/daily operations at the FDP.
- Prepare, review, and submit daily reports as supplies and food are delivered.
- Manage crowd and ensure proper alignment of beneficiaries especially women and those of special needs
- Ensure food items are stored in good conditions at the FDP
- Train PMCs on their roles and responsibilities
- Supervise the daily flows of food commodities to program beneficiaries
- Update the beneficiaries list regularly following the WFP supplied formats.
- Ensure properly planned the distribution schedule and invite the beneficiaries in appropriate time and locations.
- Resolve all sorts of complaints receive from Help Desk
- Prepare the updated beneficiaries list after necessary corrections with required commodity after completing a cycle of distribution.
- Act according to the rule and regulations of the organization and ensure transparency in food distribution and must coordinate with WFP representatives.
- Check strictly quality and quantity before receiving food items and assistance as per Food Request Note and the Waybills
- Give proper direction if any sudden problem occurs at the food distribution point and how to solve them and be supportive to the team
- Provide technical and management support including logistic in consultation with Project Manager and WFP logistic team to make distribution successful.

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- Ensure effective identifications and engagement of volunteers, scoopers, porters, security guards, announcers etc. as required.
- Coordinate, organize and attend stakeholders and pre-distribution meetings
- Send reports/updates to Project Manager after each distribution on daily basis.
- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Support and coordinate with MEAL Officer and assistant for post-distribution and other monitoring activities related to protection activities.
- Assist in monthly, quarterly, and annual reports writing
- Ensure that WFP food assistance gadgets/electronics are kept in a secure place
- Perform any other tasks assigned by the Project Manager or his/her designate

### **Typical Background, Experience & Requirements:**

#### **Education and Experience**

- Minimum of a College Diploma in Social Sciences. Bachelor's degree preferred.
- Minimum of 3 years of work experience in project support.
- Additional education may substitute for some experience.
- Experience in participatory action planning and community engagement.
- Experience in monitoring projects and collecting relevant data preferred.
- Experience with feedback and complaints response mechanisms.
- Strong commitment to CRS mission and core values
- Experienced using MS Windows and MS Office packages (Excel, Word, PowerPoint etc.)
- Previous experience in food distributions is added advantage

#### **Personal Skills**

- Good observations, active listening, and analysis skills with ability to make sound judgement.
- Good relationships management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy, and timeliness in executing assigned responsibilities
- Proactive, results-oriented, and service-oriented
- Very good interpersonal skills, particularly in networking, working with communities, local civil society, and local authorities.
- Good understanding and knowledge in application of do no harm, conflict sensitivity principles and CRS standards and ethics for protection work.
- Understanding of monitoring processes, learning, adaptation, and evaluation

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RRC*





- Excellent grasp of English in written and oral communication.
- Willingness to work in insecure environments and a high level of adaptability and initiative
- Willingness and fitness to travel and stay in the field for sustained periods of time.
- Proven analytical skills
- Ability to write reports.
- Able to work outside of regular working hours as required, including evenings and weekends if required.
- Patience, good personal organization, good communication and ability to work in teams
- Flexibility, and willing to learn

**Required/Desired Foreign Language**

English and preferably Dinka

**Travel Required:** Willingness to travel 95% of the time to food distribution sites/locations.

**Key Working Relationships:**

**Supervisory:** 10 Project Assistants

**Internal:** Project Manager, Project Officer- Gender and Protection Officer, School Meals Officers, MEAL Officer, MEAL Assistant, Program Manager II, Team Leaders, other programs, and operations staff

**External:** Food Security and Livelihood Cluster, WFP, INGOs implementing FSL programming, RRC, local government officials, PMCs, chiefs, and community members.

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**Gender Competency (for all CRS Staff):**

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Approved by  
RRC  
Office  
24/02/21



**Application Submission:**

**PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: PO-FDA-202-2/22**

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **March 12<sup>th</sup>, 2021**. Application should be submitted to CRS' office Awerial/Juba or by email to: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)

**Only short-listed candidates will be contacted.**

*Equal Opportunity Employer*

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are HIGHLY encouraged to apply.*



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Office 21/2/21