



Munuki SDA Compound  
P.O Box 247  
Juba, South Sudan

**Job Title:** GFD+/BSFP FIELD MONITOR  
**Qualifications:** Secondary School final exam Certificate, A Diploma or equivalent) in Social Sciences, Development Studies or any other relevant field will be an added advantage  
**Experience:** At least 1 year work experience in food handling, calculation and distribution and/or monitoring FSL activities preferably for humanitarian agencies.  
**Job Location:** Kapoeta North or South, South Sudan.  
**Direct Supervisor:** Commodity Officer.  
**Date of Posting** 10/03/2020  
**Closing date** 25/03/2020

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#### **Job Summary:**

Areas of focus include community mobilization, enumeration, food calculation, food rationing, records checking, reporting and accountability of the commodity program including non-food items (NFI) where there may be need.

The Food Monitor will also support in coordinating with the, government, other humanitarian players and any other relevant stakeholder in the Food Security sector at his/her level.

#### **Duties & Responsibilities:**

1. Carryout Community mobilization for meetings, trainings and FGDs
2. Receiving food at the Final distribution points and accurately filling in delivery documents, particularly waybills as per the deliveries.
3. Organize proper food stacking as well as ensure food is well secured after delivery, before distribution and during distribution.
4. Work with staff and counterparts in the identification of needs, program design and planning of appropriate food assistance response.
5. Work with Casuals to make sure that distributions are carried out in an orderly and fair manner for the beneficiaries.
6. Collect relevant data and compile for the direct supervisor's report.
7. Mobilize the communities to meet targets and attend to GFD+ agreed norms.
8. Monitor GFD+ sites as directed by the supervisor.
9. Submit weekly, monthly or any other report as directed by the Supervisor.
10. Perform any other duty as may be assigned by Supervisor.





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**Performance Indicators:**

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of data for monthly reports.
4. Time management
5. Team work.
6. Interpersonal and communication skills

**Other Valued Criteria:**

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
4. Fluent in spoken and written English required.
5. Excellent written and verbal communication and interpersonal skills.
6. Planning and organizing.
7. Technical and analytical skills

**How to Apply:**

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki. A CV of 4 pages less coupled with a one cover letter is acceptable Electronic applications must be send to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org)

