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:	**Food Assistance Information and Reporting Assistant (1 position)**
Reporting to:	**Food Assistance Information and Reporting Officer**
Location:	**Tonj South**
Employment Status:	**None relocatable**
Availability:	**As soon as possible**

Purpose of the position:

The Food Assistance Information and Reporting Assistant (FAIRA) supports the Food Assistance Information and Reporting Officer (FAIRO) in managing food and cash assistance information, reporting, and documentation at the field level. The role focuses on accurate data entry, verification, and archiving using corporate systems, including the Item Tracker System (ITS), Last Mile Mobile Solutions (LMMS), Logistics Execution Support System (LESS), PartnerConnect, and WVSS SharePoint. The FAIRA supports warehouse reporting, distribution documentation, system updates, and preparation of donor and internal reports, ensuring accuracy, timeliness, and compliance with World Vision and WFP requirements. The position contributes to audit readiness, data quality assurance, and effective coordination with field teams while upholding World Vision's Christian values, accountability, and service to vulnerable communities. The role upholds World Vision's Christian ethos and demonstrates integrity, accountability, and service to vulnerable communities.

ROLES AND RESPONSIBILITIES:
Food and Cash Assistance Data Entry and System Support:

- Support daily data capture and maintenance of food and cash assistance information using ITS, LMMS, LESS, and related tools under the guidance of the FAIRO.

Milestones:
- ITS and LMMS data entered promptly for receipts, dispatches, and distributions.

- Cash-based assistance records captured accurately.
- Data discrepancies flagged and corrected in coordination with FAIRO.
- System user logs and basic checks maintained.
- Field registers aligned with system records.
- Support provided during registrations and distributions.

Donor Reporting Support and Documentation:
- Support the preparation and organization of WFP reporting documentation for food and cash assistance.

Milestones:
- Supporting documents compiled for Forms 3, 4, and 6.
- Draft data prepared for CSS and Cash Transfer Summary Statements.
- PartnerConnect uploads supported and verified.
- WFP feedback shared with FAIRO for action.
- Reporting timelines tracked and reminders issued.
- Backup copies of submitted reports are maintained.

Warehouse Reporting and Stock Documentation Support:
- Support warehouse reporting and documentation processes in coordination with Warehouse Supervisors and the FAIRO.

Milestones:
- Warehouse stock reports collected and reviewed monthly.
- Dispatch, receipt, and inspection reports filed correctly.
- Support physical inventory exercises.
- Loss and damage documentation compiled.
- Variance logs updated and shared.
- Warehouse visit reports archived.

Filing, Archiving, and Record Management:

- Maintain proper digital and physical filing systems for food and cash assistance documentation.

Milestones:
- Files scanned and uploaded to WVSS SharePoint.
- Physical files archived securely at Tonj North Office.
- File labels and indexes updated regularly.
- Documents protected from loss or damage.
- Retrieval requests responded promptly.
- Archiving standards applied consistently.

Data Quality Assurance and System Integrity:

- Support data quality checks and system integrity measures across food and cash assistance systems.

Milestones

- Routine data cross-checks conducted.
- Field registers reconciled with system data.
- Backup support for ITS and LMMS conducted.
- Errors documented and escalated.
- Support audit and verification exercises.
- Lessons learned shared with FAIRO.

Coordination, Capacity Support, and Field Engagement:

- Support coordination with field teams and build basic capacity on reporting tools and documentation standards.

Milestones:

- Field staff supported on reporting templates.
- Basic coaching provided on ITS and LMMS reporting requirements.
- Coordination meetings attended.
- Issues escalated appropriately.
- Reporting deadlines communicated clearly.
- Support provided during peak distributions.

Qualifications/Education/Knowledge/Technical Skills and Experience:

- Diploma or bachelor's degree in IT, Statistics, Accounting, Logistics, Economics, Business Administration, or related field from a recognized institution.
- At least 1–2 years' experience in food assistance, commodity management, reporting, or logistics support.
- Experience working with field data collection and documentation.
- Exposure to WFP or humanitarian reporting systems is an advantage.
- Basic IT and data management skills.
- Familiarity with ITS, LMMS, LESS, PartnerConnect, or similar systems is an added advantage.
- Basic understanding of warehousing and distribution documentation.
- Experience working in emergency or field-based programs.
- Solid background in the Windows operating system – WOS 10 or 11. Comfortable invoking, stopping or restarting system services, installing and uninstalling software, creating user groups and setting up user privileges.
- Solid networking skills- able to set up, securing and administer wireless ad-hoc peer-to-peer networks. Ability to isolate and troubleshoot network connectivity difficulties accordingly and though running IP configuration tools, resetting wireless connections. Understands TCP/IP protocol.

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:

Duration	5ᵗʰ March, 2026 to 19ᵗʰ March, 2026
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Tonj-South-South-Sudan/Food-Assistance-Information-and-Reporting-Assistant_JR48592

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.

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05/03/2026