

## JOB ADVERTISEMENT

**VACANCY NUMBER: PROJECT ASSISTANT GFD/ PIBOR /008**

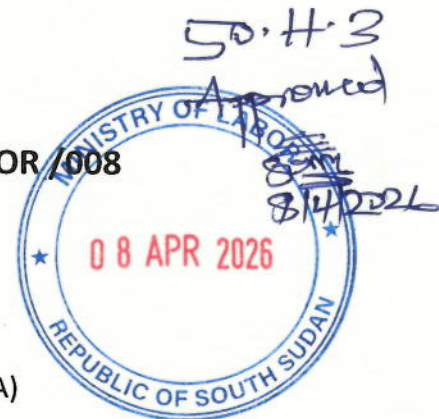
**Job Title:** Project Assistant GFD

**Department:** Programming

**Salary Grade:** 4

**Reports To:** Field Area Coordinator

**County/Location:** Jonglei State, Greater Pibor Administrative Area (GPAA)



### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, health, agriculture, microfinance, and peacebuilding.

### Job Summary:

As the General Food Distribution Assistant, you will play a key role in ensuring efficient and equitable delivery of food assistance to vulnerable communities in and around Pibor, GPAA. Working within a field-based team, you will help set up and manage distribution sites, register beneficiaries, and maintain orderly, safe, and transparent processes. You will give special attention to supporting at-risk groups – such as the elderly, persons with disabilities, and women with children – so they receive their full entitlements with dignity and without discrimination.

You will serve as an important link between CRS's food assistance programme and the communities we serve. This includes closely collaborating with colleagues, community leaders, and local authorities to address challenges, handle feedback and complaints respectfully, and monitor post-distribution outcomes. Through your efforts, you will uphold CRS's mission of providing life-saving support to those in need, while promoting accountability, compassion, and respect.

### Job Responsibilities:

- **Distribution Site Setup:** Assist in the preparation and organization of food distribution sites, including laying out distribution areas and ensuring necessary materials and signage are in place for smooth operations.
- **Beneficiary Registration:** Register beneficiaries upon arrival and verify their identities against distribution lists, ensuring that only eligible individuals receive assistance.



- **Crowd Management & Equity:** Manage crowd flow during distributions to maintain order and safety, ensuring equitable access to food rations for women, men, girls, and boys without bias.
- **Commodity Handling:** Facilitate the loading, unloading, and safe handling of food commodities (such as cereals, pulses, oil, and other food items) at distribution points and during transport.
- **Remote Distribution Support:** Support deliveries and occasionally travel to remote villages to ensure communities in hard-to-reach areas receive their allocated food assistance.
- **Beneficiary Communication:** Clearly explain distribution procedures and entitlements to beneficiaries, addressing questions and ensuring participants understand their rights and the process.
- **Support to Vulnerable Groups:** Provide extra assistance to vulnerable individuals (including the elderly, people with disabilities, pregnant or lactating women, and child-headed households) during distributions, helping them navigate the process and carry their food if needed.
- **Feedback & Complaints Handling:** Actively listen to beneficiary feedback and record any complaints or concerns. Share these with supervisors and relevant team members, contributing to timely and appropriate responses.
- **Record Keeping & Reporting:** Accurately record daily distribution figures, including the quantities of food distributed and number of beneficiaries served, and assist in preparing and submitting routine reports.
- **Quality Monitoring:** Monitor the quality and condition of food items, checking for any signs of spoilage or contamination. Ensure that any quality issues are reported and addressed promptly to prevent harm to beneficiaries.
- **Post-Distribution Monitoring:** Participate in post-distribution monitoring activities, gathering data and community input on the effectiveness of distributions and any areas for improvement.

**Typical Background, Experience & Requirements:**

**Qualifications/Experience:**

- **Education:** South Sudan Secondary School Certificate (or equivalent) required. Additional vocational training in logistics, supply chain management, or community development is an advantage.
- **Experience:** Prior experience (1+ years preferred) in humanitarian aid, food distribution, community mobilization, or other relevant field operations. Experience working in remote or challenging environments is a plus.



- Skills: Basic numeracy and literacy for record-keeping and reporting. Familiarity with inventory management and basic computer skills (e.g. Microsoft Excel/Word) is helpful.

**Knowledge, Skills, and Abilities**

- Physical ability: able to function effectively in hot, humid, and occasionally flood-prone conditions.
- Communication & Interpersonal Skills: Strong interpersonal and communication skills; able to work respectfully and effectively with diverse communities and team members.
- Teamwork & Adaptability: A collaborative team player who can adapt to challenging field conditions, follow instructions, and support colleagues under pressure.
- Attention to Detail: Careful and thorough in keeping records, tracking inventory, and following standard operating procedures.
- Ethical Commitment: High level of integrity, discretion, and commitment to humanitarian principles, including impartiality, accountability, and safeguarding of vulnerable individuals.

**Special Work Conditions**

- This is a field-based position in Pibor, GPAA, with extensive travel to various food distribution sites and remote villages within the region.
- Challenging Environment: The role involves working long hours in high-temperature, humid conditions, and navigating difficult terrain, especially during the rainy season when flooding is common.
- Security & Safety: The duty station may present security risks, requiring strict adherence to CRS and local security protocols at all times to ensure personal and team safety.
- Collaboration: Regular engagement with local authorities, community leaders, and partner agencies (including donors and WFP field monitors) is expected to coordinate safe and efficient distributions.

**Required Languages** – Fluency in English and proficiency in Murle spoken language in Pibor County is essential.

**Travel** - Extensive travel (up to 90%) within Pibor County and surrounding payams and bomas, including remote villages, to conduct and monitor food distributions.

**Supervisory Responsibilities:** None

**Key Working Relationships:**

**Internal:** Field Area Coordinator, Early Recovery project officer, Program Manager, Admin Officer.



**External:** WFP staff, Local Authorities, community leader, County and Boma Committees, and other key stakeholders

**Agency-Wide Competencies (for all CRS Staff)**

These are rooted in CRS's mission, values, and guiding principles of CRS and are used by each staff member to fulfill their responsibilities and achieve desired results.

- Personal Accountability
- Acts with Integrity
- Builds and Maintains Trust
- Collaborate with Others
- Open to Learn
- Strategic Mindset
- Develops and Recognizes Others
- Leads Change

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

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

By applying to 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.

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

**Application Submission:**

Interested Candidates should apply through this <https://form.jotform.com/260972036484563>  
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees of recent employer, Copies of Academic Certificate, transcript & National ID to CRS South Sudan, Palica Street, Hai Jerusalem, Juba, South Sudan not later than **April 28, 2026.**

