OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**Distribution Manager**

Reporting to **Area Programme Manager-Lankien**

Internal Job Grade **C2 Global**

Contract type **Fixed term contract**

Location **Lankien-South Sudan**

Staff reporting to this post  **DTLs and Officers**

Budget responsibility

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**TEAM PURPOSE:**

To ensure effective and efficient implementation, monitoring & evaluation and coordination of Emergency Food Security and Livelihoods (EFSL) activities in line with Oxfam and internationally accepted humanitarian standards.

**Job Purpose**

The Food Distribution Manager will be responsible for overall **coordination**, **management** and implementation of Oxfam’s **food distribution activities** under partnership with World Food Programme in Jonglei State. The manager will guide, train, direct and support project staff in implementing food assistance activities while also providing monitoring and evaluation tools to assess progress against agreed objectives.

The Food Distribution Manager is ultimately responsible for ensuring timely, orderly and effective food **distribution to** **Internally Displaced Persons** (IDPs) and Host Communities; for ensuring timely and accurate **data collection**, recording and **financial management** according to WFP and Oxfam guidelines. The manager will be responsible for regular project reporting to the APM, Oxfam South Sudan Country Office and to WFP, and must ensure effective coordination of project activities with the relevant Local Government departments.

**Role Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015, the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance

**DIMENSIONS**

1. Representing Oxfam to government officials, UN agencies and other NGO staff at field level as appropriate.
2. May **matrix manage** staff in specialist disciplines, often from a distance, or **project manage**, including leading a small team in own specialism.
3. Main focus for developing and controlling stock and assets such as policy, tools and guidelines.
4. Objectives set with manager, mainly relating to the quality of programme work in specialism for project or programme and the implementing team.
5. Diverse and complex problem-solving, **requiring** professional knowledge **field experience** and an **understanding of development and humanitarian work**.
6. **Problem-solving and analysis** often involves difficult decision-making with no precedent, although difficult decisions taken with manager.
7. Oversee the operations of the food distributions as per the delegated authority
8. Supporting the Country *management* inproviding accurate information and analysis for the development and implementation of current and future Oxfam programming.
9. Ensure staff safety and security procedures are monitored, updated and implemented. This will include an analysis of the risks and the threats to staff working on Oxfam programmes
10. Provide information to *management* to develop contingency and an exit strategy/sustainability strategy.
11. Recruitment of local staff, and management of all staff in line with Oxfam policies, ensuring that they have the necessary induction, training and support as required
12. Advice and problem-solving often given over distance with limited information.
13. Information sources are diverse, ranging from academic research to data collection in programme and non-programme areas and often requires a **judgement on credibility and accuracy of the information**.
14. Work patterns are not routine and often **high pressure**.
15. Makes complex technical information accessible and usable by non-specialist.
16. Creates opportunities to develop work within a framework plan.
17. Knowledge required includes broad understanding of and their relevance to own specialism.
18. **Experience of development and humanitarian work gained in professional work inside and outside Oxfam**.
19. **Decisions on programmes, especially if adviser involved in assessment, can be fundamental to whether a programme takes place, and its shape, size and quality**.
20. Decisions in research and development – are important for Oxfam’s capacity for humanitarian response, and the profile of a particular aspect of policy work.
21. Impact is on department/Region and division in relation to SCOs, with direct influence on programme quality.
22. Impact on external policy and practice of other agencies and through **advocacy and policy work** on the international debate in relief and development.
23. Short, medium and long term **planning** is required in the context of changing priorities.
24. (Long-term development of policy and practice for Oxfam programmes in own specialism.)
25. Contacts are with wide spectrum of clients, often external.
26. **RESPONSIBILITIES**:
27. **Direct line management** of food assistance team in Jonglei State including performance review, on the job **training**, support, encouragement and correction.  
    Act as Oxfam **representative to stakeholders** for all matters concerning Food Assistance in affected areas in Jonglei State.  
    **Contribute** to a clear **strategy** for Food Assistance programming in collaboration with the EFSL Coordinator and Area Programme Manager.  
    Effectively implement and continuously **revise security protocols** for **food distribution**.  
    Ensure all project activities are conducted in accordance with agreed work-plan and proposal.  
    Coordinate updating and verification of beneficiary lists, sending updates to WFP as required
28. Organize training for food aid team on IASC guidelines and **child protection policy** ensuring beneficiary protection and rights during food aid distributions.
29. **Submit** monthly and quarterly **reports to Area Programme Manager**, including activity summary, progress against objectives, commodity distributed, beneficiary caseload data, achievements to date, issues faced, etc.
30. Ensure coordination of all activities at County-level with relevant Local Government leaders, INGOs and CBOs, and community stakeholders, and maintain constant coordination with WFP in project implementation.
31. Address specific needs of women, men, boys and girls by mainstreaming gender in all food distribution program in coordination with gender team
32. Provide regular orientation to team on promoting the Oxfam gender pick up and go modules, Oxfam Minimum Standards for Gender in Emergencies and checklists in all Oxfam focus areas with technical support of gender team
33. Management of Humaniatarian Interventions and Development programmes in Area. (WASH, emergency and long term livelihoods, Protection, Education etc.)
34. Ensure teams work according to clear workplans, and work within a framework of clear objectives

**SKILLS AND COMPETENCIES:**

**Essential:**

* **Bachelor degree** in any discipline related to **food security** and **livelihood**.
* **Experiences** in **managing food security & livelihoods** could **substitute** for a **formal qualification**.

1. A **minimum of two years’ experience** in management **of food security, livelihood, or community mobilisation** in a **humanitarian setting** in an International or Multinational Organisation
2. Sensitivity, diplomacy, tact, good communication skills, and ability to remain calm under pressure.
3. Well-developed interpersonal and team skills.
4. **Good administrative skills** in order to work with people at managerial and senior government levels.
5. The ability to **present concise reports**, sometimes a short notice.
6. Ability to coordinate activities with other agencies, build and maintain positive working relationships.
7. Ability to understand complex security situations and adjust operations accordingly.
8. **Experience in monitoring and evaluation of humanitarian programmes**
9. Flexibility, willingness to travel and work in difficult circumstances.
10. Good understanding of **humanitarian protection standard**, **Sphere Minimum Standards**, **gender** issues and Code of conduct as relevant to food distribution activities.
11. A commitment to the aims and objectives of Oxfam
12. **Demonstrated experience of integrated gender and diversity issues into humanitarian programmes**
13. **Strong** oral and written communication skills in **English**
14. Computer literacy

**Desirable:**

1. Experience in management of **large scale food distributions** highly preferred.
2. Experience in food drop operations would be a significant advantage.
3. Experience to interact with diverse cultures will be an added advantage