

# Assistant Food Assistance Information & Reporting Officer

Location: [Africa] [Zimbabwe]

Town/City: Bulawayo

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

## BACKGROUND

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs. World Vision Zimbabwe is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work with us. If you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

**Position Title: Assistant Food Assistance Information and Reporting Officer (AFAIRO)**

**Location: Gokwe/Nembudziya (WFP Urban Project)**

**Purpose of the position:**

The position serves to administer the Commodity Tracking System (CTS) database, manage all the tracking procedures in the commodity department to ensure all food transactions are accounted for in compliance with donor requirements and regulations (WFP) and ensuring that the commodity accounting procedures in WV Zimbabwe are in compliance with the WV partnership commodity accounting manual.

**Major Accountabilities/ Responsibilities:**

- -Prepares all Commodity Reports at District level.
- -Supports the Commodities Officer to supervise and provide training for all other commodity staff especially field monitors, warehouse supervisors and warehouse tally clerks at field level.
- -Responsible for data integrity. Prepares accurate and reliable statistical analysis as required by the management.
- -Plans for spot checks in all warehouses to review the physical inventory, stacking, ledger books and stack cards.
- Commodity Tracking System (CTS) Database management at District level.
- -Maintain a clear and complete paper trail for all the commodity transactions from WFP and or from port to World Vision main warehouses, to secondary warehouses to distribution centers and finally to end users / beneficiaries.

- -Maintain a clear accounting and documentation process for each shipment and maintain the shipment files.

### **Knowledge, Skills and Abilities:**

- -Bachelor's Degree from a recognized University in Business, Accounting or Statistics.
- -Knowledge of warehousing, transport, logistics, shipping and practical freight forwarding is an added advantage.
- -Experience preferably with an NGO or a UN agency in handling of food commodities and Commodity tracking / accounting.
- -Knowledge of major donor regulations pertaining to Commodities accountability and reporting.
- -Experience in port operations, clearing and forwarding, dispatch and logistics planning, warehousing, storekeeping, bookkeeping and computer knowledge especially spreadsheets and Commodity Tracking Systems or Statistics packages.
- -Must have strong analytical skills.
- -Good written and oral communication skills
- -Must have strong analytical, problem solving and organizational skills with an attention to details.

**NB: Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.**

**Qualified female candidates are encouraged to apply.**