

Senior Cash and Food Officer

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Field Operations

Job Type: Fixed term, Full-time

Position Title: Senior Cash and Food Officer

PURPOSE OF POSITION

The position is required and critical to support the Project Manager in the implementation of School Feeding Program as well as any future opportunity related to Cash and Food Security. The position will provide support in the day-to-day operation in both Azraq and Zaatari camps, will keep regular coordination with the team to ensure all the required plans/materials are available for the smooth kitchen operation and distribution of meals/date bars in the schools. The position will also support the PM in the development of monthly donor and DMT reports. The position will be the focal point for submission of monthly POCB and PODA invoices to WFP and follow-up for the reimbursement. The position will also work closely with Finance team to prepare and submit the entire required supporting document for the verification of submitted WFP invoices.

MAJOR RESPONSIBILITIES

1. Project Management:

- Assist Cash & Food Manager in cash and food program implementation including but not limited to procurement of commodities, transportation, warehousing of commodities, registration and distribution to beneficiaries, monitoring and evaluation of food program,

and production of accurate commodities tracking and narrative reports to Donors, DMT and Support Offices.

- Take lead in the implementation of Winterization project and support the Cash and Food Manager in developing and submission of monthly and quarterly reports to donor.
- Take lead in the Implementation of Taiwan Rice Project with support and consult from the Cash and Food Manager and keep regular follow-ups with partner organization in to implement the Rice distribution following the WVI standard operational procedures.
- Working closely with all departments within the HEA and National Office, provide technical support needed on the implementation of all food/cash projects.
- Assist Cash & Food Manager in developing detailed Guidelines/Standard Operating Procedures for Cash Based Program, conditional and unconditional cash grants and vouchers programming, to further strengthen cash transfer and voucher delivery mechanisms, ensuring Standard Operating Procedures (SOPs) are in place and followed to maintain overall oversight of all cash transfer and food elements of the Program, ensuring targets are met.
- Manage food program staff under his/her portfolio with support from Cash & Food Manager, and represent World Vision in any meetings related to food program as necessary.
- Continuously assess and strengthening Cash transfer systems and approaches utilizing experience and lessons learned from previous Cash & Food Program interventions in World Vision.
- Participate in project design, proposal writing, budgeting process, and engaging various support offices and donors during the negotiation process.
- Word closely with partner organization to complete the project distribution within agreed

timeframe and to provide all the required information and documentation on time following the WVI standard processes and procedures.

- Develop systems for the kitchen operations and distribution. Work closely with the field team for the successful implementation of food and cash project.

1. Reporting:

- Generate and submit monthly WFP Invoices with support documents based on the monthly financial report to WFP and keep regular follow-ups for the reimbursement of the expenses.
- Ensure that all the distribution (cash and food) documents are correctly filed, available and ready for any audit.
- Maintain invoices tracking sheet and update & share with the management on timely basis.
- Maintain a comprehensive commodity tracking systems as to ensure that all commodities are properly distributed and accounted for to WV Partnership and major donor standards.
- Ensure that all commodity losses and claims procedures are in compliance with the World Vision Partnership and donor requirements.
- Ensure that the required periodic reports are generated from the CTS database and submitted to the relevant consumers and uploaded to the DGDB on a timely basis.
- Maintain inventory control on a monthly basis and ensure that the commodity book balances match with the actual stocks.

- Ensure that food and non-food commodities are well warehoused as per WV standards
- Prepare new required formats and approved it from DMT and share with the team for project record keeping.

1. Compliance:

- Ensure that the quality of the implementation is maintained as the donor and WVI standards.
- Acts as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Provides reports on a regular basis, and as directed or requested, to keep the Cash and Food Manager senior management informed of the operation and progress of compliance efforts.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.
- Any other task assign by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Technical diploma or university degree preferably in social work or community development fields
- Minimum bachelor degree in Economics, Agriculture, Food Security, advanced studies in enterprise development or social sciences.
- Demonstrated 3-4 years of experience in food security programmes preferably with an International NGO in same capacity; and a minimum of 2-year experience on Cash transfers based program.
- Excellent Team player.
- Practical knowledge of food security and livelihoods strategies.
- Familiarity with international codes of conduct
- Strong Computer skills, specifically Microsoft Office (Excel, Word, PowerPoint etc.)
- Experience in contextual analysis, quantitative and qualitative researches and other assessment tools
- Excellent facilitation skills.
- Ability to transfer knowledge and transfer clear messages and information to a wide spectrum of people from different cultures and backgrounds.
- Must have strong analytical, problem solving and organizational skills with an attention to details.
- Requires strong communication skills to interact with all levels of staff and management.

- Must be able to work effectively with a diverse team.
- Requires the ability to work under pressure and on multiple tasks.
- Creative with coming up with new ideas & activities
- Extensive exposure to food aid programs management (minimum 5 years) preferably with international experience.
- Adequate knowledge and experience in food aid programs and donor's standards appropriate to the management of the food programs.
- Knowledge of the Sphere standards, Code of Conduct for Red Cross/ Red crescent, Humanitarian Accountability Partnerships (HAPI) and other international humanitarian standards
- Extensive experience in supervising staff and conducting capacity building workshops.
- Ability to effectively develop rapport and relate to donors, NGOs, counterparts, and government agencies
- Must be willing to travel and a flexible approach to living conditions.
- Fluency in English is essential.
- Ability to achieve personal Integrity and trustworthiness.
- Ability to solve problems and prioritize many demands without losing
- Good understanding on the FPMG/DMT systems and approaches.
- Extensive experience in supervising staff and conducting capacity-building workshops.

- In depth working Knowledge of computer soft wares like CTS, Excel, words, fax and e-mail, etc.
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- Fluency in English is essential.
- Ability to achieve personal Integrity and trustworthiness.
- Ability to solve problems and prioritize many demands without losing
- Works on the same position within World Vision partnership have support in the implementation of WFP food and cash transfer project.
- Have good communication skills.
- Have good understanding of World Vision Financial systems.
- Have good understanding on project budgeting.
- Can support the team in the preparation of food and cash programming proposals.