

Food Assistant Informations Reporting Officer - FAIRO

Location: [Africa] [Mali]

Town/City: Bamako

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

Avis de recrutement

World Vision Mali recrute la position suivante (1) :

TITRE: Food Assistant Information Reporting Officer

Localité: Sevare – et Zones d'intervention

Type de contrat: Local

Lien de rapportage : Food Assistance Manager

World Vision does not charge a fee at any stage of the recruitment process.

World Vision does not concern itself with information on bank accounts.

***Women are strongly encouraged to apply for.**

Purpose of the Position:

The FAIRO is responsible for leading field-based IT operations pertaining to the Last Mile Mobile Solutions technology and Commodity Tracking System. This includes provision of technical support to commodity distribution field staff during field registrations/distributions, in addition to running the LMMS web application to help staff set up new distribution projects, run commodity shipment using LMMS/CTS, and assist in consolidating and generating LMMS/CTS reports including shipment and loss claim registers and loss files. This position will also require delivering systems maintenance, testing new software development for field deployment, soliciting client user requirements, and assisting with new/upgraded system installations.

Majors responsibilities:LMMS System operation:

- Oversees wireless connectivity issues between mobile devices, routers and roaming servers in field operations, troubleshooting where necessary.
- Ensures correct functioning of LMMS in beneficiary registration, enrollment, household updates and commodity distribution activities. Troubleshoots technical problems as they arise (including forcing the movement of filed data to permanent data repositories).
- Ensure backups of field data collection and ensures safety of data collected in field operations by password control to databases and encryption of laptop data where required.
- Help administer LMMS system users within the project in coordination with the commodity officer / manager.
- Serve as technical point of contact/support for Food Monitors and reports back to the core system delivery team on state of field deployments.
- Work with software developers and software partners in new systems development.

- Install LMMS in roaming servers, mobile devices and perform system data updates as required for field use.
- Report technical failures, help to replicate problems and lead field installations with system upgrades/new releases.
- Document technical shortfalls within the existing mobile product offering and with new version releases
- Prepare LMMS reports and forward them to relevant departments within WVK and LMMS Global IT.

Consolidation and Reviewing of Monthly Reports: (CTS)

Assist consolidation of monthly commodity reports from the field into the CTS database in order to produce major reports (CSS, CSR, RSR, LSR) to donors and other stakeholders.

Ensure timely submission of the replication and backups which include field reports, warehouse reports etc by 5th of every month for timely consolidation at the NO.

Updating FGDB project progress reports

Liaise with CO's to ensure timely submission of beneficiary lists and backups by 10th of every month,

Maintain a neat, organized and chronological filing system, ensuring that hard copies of the recommended reports are available and easy to access at any required time.

Update the shipment registers and shipment receipt summaries to make sure that the soft copy and files are up to date for easy accessibility on monthly basis.

Update the Loss claim registers and loss files to make sure that the soft copy and the files are up to date for easy accessibility on monthly basis.

- Make frequent visits to the field locations to assist in CTS documentation and accountability.

- Collect all the receipts and dispatch summary, truck inspection reports, loss reports, physical inventory, warehouse inspection report, distribution summaries and distribution center visit reports.
- Responsible to verify physical inventory for all the warehouses to ensure that the commodity book balances match the actual stock in the warehouses and explanations provided for any variances.
- Review invoices and other Cooperating Partner reports.

Coordination and collaboration

- Works closely with the field monitors and Commodity officers/field Coordinators on all LMMS/CTS issues.
- Work closely with the global LMMS Support personnel in all aspects of the technology readiness and rollout, in addition to providing feedback to, and receiving technical instructions from, the LMMS Field based System Support and Developer Officers on IT upgrades, maintenance and new developments
- Administration of LMMS asset control procedures.
- Participate in a forum of IT support staff for LMMS/CTS for sharing common experiences and troubleshooting technical challenges.

Capacity development

- Leads capacity development with field staff to ensure adequate LMMS/CTS coverage.
- Work with to supervise and provide training for all other Food and Cash Assistance staff especially

Other Roles

- Perform any other duties as required by Food and Cash Assistance Program Manager or his/her designee

Other Competencies/Attributes:

- Understanding of the Windows Mobile Platform desirable.
- Previous exposure to mobile hardware technologies (Intermec or similar products including Motorola/Symbol) desirable.
- Comfortable with learning new software systems and running rudimentary system upgrades including compiling new software releases.

Qualifications: Education/Knowledge/Technical Skills and Experience

Knowledge, Skills and Abilities:

- The holder of this position must have a minimum of Bachelor's degree in computer Science or IT or any other related course from a recognized University.
- Solid background in the Window Operating System – XP in particular. 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 through running IP configuration tools, resetting wireless connections. Understands TCP/IP protocol.

- Knowledgeable of Relational Database Management Systems – exposure to MySQL highly desirable, including the use of database management tools (such as MySQL Query Browser and Administrator).
- Ability to troubleshoot IT problems – both hardware and identify software failings. Aware of how to log, track and systematically troubleshoot IT problems.
- Very comfortable supporting end-users.
- Good written and oral communication skills
- Conversant in English
- Must have strong analytical, problem solving and organizational skills with an attention to details.
- Requires the ability to effectively present concepts to lay users in various settings and by various means (verbal and written).
- 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.
- Must have a service orientation.

Working Environment / Conditions:

- *Office environment:* typical field based

- *Travel:* Domestic travel is required.
- *On call:* During normal working hours unless there is an emergency

Attitudes and Behaviors:

World Vision reserves the right to disqualify a candidate who has any record relating to child abuse or opposite behavior to child protection, even after the hiring.

How to apply: <http://careers.wvi.org/job-opportunities-in-mali>

***Deadline for submission of applications: October 15th, 2020**

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