

## Field Coordinators

Location: [Africa] [Mali]

Town/City: Bamako

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

### **Avis de recrutement**

**World Vision Mali** recruits for the following position (2) :

**TITIE**: Field Coordinators

**LocalitY**: Sevare

**Contrat Type**: Local

**Report to** : Project 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:**

To manage Food and cash program in district/commune including procurement and receipt, transportation, storage, dispatch, distribution, distribution monitoring, documentation, accounting and reporting of commodities associated with the Commodities and/or Food Security program within World Vision Mali.

To assist Project Manager and District Manager in day-to-day Monitoring, Organizing, and supervising of his/her respective districts.

**Majors responsibilities:**

**Commodity Management**

To provide leadership and day-to-day supervision of staff and activities in his/her respective districts, and to ensure that the program has been implemented according to the plan and is achieving program goals.

To ensure the procurement/shipment, storage and handling, transportation, distribution, reporting and tracking of commodities are being implemented according to World Vision standard procedures and Donor's policy in total.

Responsible to ensure that there are sufficient commodities stocks in his/her warehouses to support distribution in the districts as planned.

To ensure that distribution plan has been prepared and approved before distribution, and to authorize dispatch of commodities from warehouse to distribution site

To visit and supervise all warehouses in his/her respective areas on a regular basis to ensure the safety, orderly, cleanliness, and vermin free storage.

## **Reporting and Representation**

To do a regular checking on accuracy and completeness of commodity reports include but not limited to Warehouse report, Commodity Tracking System Report, Distribution Report, and general administration report and to ensure that all reports are being received and submitted on time.

Establish cordial, professional relations with Governments, NGOs, communities and others involved with food aid programs, allowing World Vision to provide appropriate assistance to communities, enforce condition for achieving program goals as stipulated in the MOU.

Conduct himself/herself both professionally and personally in such a manner as to bring credit to World Vision Mali food programs and in no way jeopardize the humanitarian efforts.

Produce required monthly management reports and quarterly progress reports, being available to prepare additional reports as requested by the Project Manager.

**Accounting Control and Audits** Establish and monitor the implementation and maintenance of accounting control procedures in the field Work together with the Project manager in preparation for audits and coordinate the audit process

To do physical count of warehouse stocks as many times as possible and to do warehouse inspection report at least once a month.

## **Documentation**

To ensure World Vision standard filing system is being implemented for all files and reports in his/her districts offices and warehouses, are being updated on daily basis

## **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-

the-job training:

- *Educational level required: Should have Bachelor's degree in social sciences or related fields*
- *Critical Knowledge, Skills and Abilities*
- *Formal training in food aid and logistics*
- *Previous exposure to food aid programming essential*
- *Knowledge of Microsoft Word and Excel, fax and Lotus Notes applications*
- *Ability to effectively develop rapport with, and relate to, donors, NGOs, counterparts, and government agencies*
- *Excellent oral and written communication skills in English, and ability to prepare and deliver effective presentations.*
- *Ability to operate effectively in the cultural context of Mali*
- *Able to objectively and sensitively provide leadership to the multi/religious staff and community.*
- *Evident vision and passion for the poor in Mali*
- *Ability to commit to ethos, Core Values and the Mission Statement of World Vision International*
- *Demonstrated leadership skills that inspire, motivate, correct and unite staff in the pursuit of organizational objectives.*

- *Ability to cope with high levels of ambiguity while working towards clarity and understanding.*
- *Demonstrated “Servant Leadership” style, strong commitment to build and work in a team environment, self-directed and able to provide exemplary spiritual leadership to the team.*
- *Experience: At least 3 years’ experience in actual food aid programme implementation in World Vision or similar agencies*
- *Other: World Vision experience is preferred and Ability to travel at least 60% of the time, and have a flexible approach to difficult and sensitive living conditions*

#### **Working Environment / Conditions:**

- *Work environment:* Field Office-based
- *Travel:* Most of the time
- *On call:* 5%

#### **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.**