

## Commodity Tracking System Officer (Harare)

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: Commodity Tracking System (CTS) Officer**

**Location: Harare**

**Purpose of the position:**

The CTS Officer is responsible for leading field-based IT operations pertaining to the Last Mile Mobile Solutions (LMMS) technology/ SCOPE and Commodity Tracking System. The position will provide oversight over CTS Assistants/AFAIRO in the Districts.

**Major Accountabilities/ Responsibilities:**

- Works closely with the CTS Assistants, District Commodities Officers and Activity Coordinators (FFA, LSA, Urban) on all systems (SCOPE, LMMS & CTS) issues.
- Reviews all Commodity Reports from all the District sites in the region.
- Ensures that the Commodity Reports are accurate and reliable for completion of the monthly Commodity Status Reports.
- Oversees wireless connectivity issues between mobile devices, routers and roaming servers in field operations, troubleshooting where necessary.
- Ensures correct functioning of all systems 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).
- Leads capacity development with field CTS Assistants to ensure adequate LMMS/CTS coverage.
- Work with the Snr CARO officer to supervise and provide training for all other staff especially CTS Assistants & Field Monitors

- Maintain a clear and complete accounting and documentation trail for all the commodity shipment transactions from WFP and or from port to World Vision main warehouses, to secondary warehouses to distribution centers and finally to end users / beneficiaries.

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

- Degree in Computer Science/ Information Systems/Information Technology/Logistics or any other related qualification from a recognized University.
- 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).
- Good logistics and inventory management systems
- Ability to troubleshoot IT problems – both hardware and identify software failings. Aware of how to log, track and systematically troubleshoot IT problems.
- Comfortable with supporting end-users.
- 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.**

