

Team Leader - Duhok

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

Category: Food Security & Livelihood

Job Type: Open-ended, Full-time

PURPOSE OF POSITION:

To assist project Coordinator in effectively co-ordinate Food Voucher implementation in the districts ensuring compliance to Donor and World Vision requirements /guidelines and uphold commitment to beneficiary entitlement

The holder of the position should communicate World Vision's ethos and demonstrate a quality of spiritual life that is an example to others.

MAJOR RESPONSIBILITIES:

Implementation

- Working and coordinating in SIM distribution and cash out process.
- Assist project coordinator and field monitors to plan, implement, monitor and evaluate approved activities as per programs design.
- Ensure program compliance to Humanitarian Accountability standards.
- Ensure that all resources earmarked to target populations are properly handled, stored, transported, distributed, tracked, fully accounted for and reported on according to World Vision standard procedures and Donor policy.

- Visit target communities on regular basis to get their perceptions and experience so as to assist in planning and implementing relevant community-oriented programs.
- Prepare monthly management reports, and as well as monthly narrative reports for the district according to set standards and formats.
- Facilitate the identification designing and implementing of appropriate training needs for district staff and target communities

Management

- Supervise use of resources allocated to the district field monitors
- Supervise all staff through appropriate systems and attend to their welfare issues.

Coordination and collaboration

- Assist in coordination with other Agencies, Local Authorities and Government stakeholder in the District and ensure that food voucher project is targeted to the appropriate target population.
- To co-ordinate and foster relations with other World Vision Programs in the district so as to ensure proper allocation and sharing of resources.
- Participate in regular coordination meetings in WV and outside agencies including the donor

Capacity development

- Leads capacity development with field staff to ensure competency levels which allow

staff to do their work accordingly.

- Work with the Project Managers to supervise and provide training for all other WFP voucher staff

Other Roles

- Represent the NO in food assistance/ Security, coordination forums as advised by NO management
- Perform any other duties as required by the project Coordinator or his/her designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree in Social Sciences, Development Studies, Business Administration or any other related qualification.
- Previous experience in a related field.
- Experience in Food Assistance projects.
- Strong communication skills Verbal and written English/Arabic and Kurdish.
- Report writing skills and computer knowledge.
- Well-developed stakeholder networking skills.
- Knowledge of commodities & logistics operations, specifically those that relate to distributions, handling, reporting, tracking, monitoring etc.

- Proven planning, team work and managerial skills
- Demonstrate ability in the design and effective use of training materials
- Stays open to internal and external feedback
- Finds fulfilment in work through creativity, risk taking, initiative, and innovation, and encourages the same in colleagues.
- Ability to supervise and mentor subordinates
- Ability to work under minimum supervision
- Good knowledge and experience of community mobilization.
- Report writing skills and computer knowledge.

Work Environment

- Office environment: typical field based
- Travel: Domestic travel is required.
- On call: During normal working hours unless there is an emergency.