Cash Monitor -Ninewa

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

Town/City: Ninewa

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

PURPOSE OF POSITION:

To conduct monitoring of the cash distribution to the targeted beneficiaries of the cash project, set up monitoring according to World Vision standard procedures and accurate documentation on cash distributions.

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:

Distribution and Monitoring

- Participate in community mobilization, verification, registration processes.

- Work with the Field Coordinator/ distribution team leaders on monthly distribution plans.

- Communicate with beneficiaries in order to inform them about any activities that need their physically present and approach WV.

- Ensure that all amount top upped and disbursed by the distribution team and the Money transfer agent to the beneficiaries is properly accounted for.

- Ensure that the entitlement are correct quantities for the planned beneficiaries.

- Assist any new families to be registered and verify by WV team to receive assistant.

- Coordinate with camp managers and beneficiaries to conduct SIM distribution for beneficiaries.

- Ensure that the cash entitlement are distributed to each beneficiary family and beneficiary must sign or thumb print next to their names on the receipts as proof that they received the cash.

- Designing and implementing of appropriate training needs for district staff and target communities.

Documentation

- Complete required documents/forms related to cash project/prepare sim signature distribution list and verify signature list.

- Ensure proper accounting of all cash received and distributed at each centre.

- Verify family's documentation that required to be eligible to receive assistance.

- Educate beneficiaries and encourage them to count their entitlement and guide them to save their card and PIN code.

- Perform any other duty that may be assigned from time to time.

- Prepare food monitors report with all beneficiary distribution lists should be match with the signatures

- Ensure the transactions by Money transfer agent to beneficiaries meet project objectives and WV standard.

- Assist the team leader and Project coordinator to achieve and conduct any tasks that required and ensuring standards at distribution sites are met.

Coordination and Collaboration

- To co-ordinate and foster relations with beneficiaries other World Vision Programs in the district so as to ensure proper allocation and sharing of resources.

- Coordinate with all camp managers and local authority, authorized agent to arrange activates date to provide assistant to beneficiaries in time

Capacity Development

- Participate in training and sensitization of beneficiaries on distribution and encourage them to use the entitlement for food need.

Other Roles

- Represent WV at district level NGO in food assistance/ Security, coordination forums as advised by project coordinator

- Arrange and Conduct FGDs as required to disseminate any key message to beneficiaries and have good relationship with community

- Perform any other duties as required by the Field coordinator/ Distribution Team leader or his/her line manager

KNOWLEDGE, SKILLS AND ABILITIES:

- At least two years working in the same field , (Distribution of cash), and controlling the grants , At least have experiences with one international organization and two NGOs ,

- Have BSc from the economic and management, financial department or experiences in the same field.

- Have very good skill in excel and Word, and outlook , good communication skills Verbal and written English/Arabic and Kurdish is an asset,

- Female candidates are the most encouraged for this position ,

Work Environment

- Have the capacity to travel to the fields at least 60% , In Wana, Bashiqa and Sinui, comfortability to visit the other locations such Erbil , Duhok offices