

Senior Food & Cash Resources Officer

Location: [Africa] [Central African Republic]

Town/City: Paoua

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

To provide District Level leadership, management and technical oversight for WV/WFP Food and Cash Assistance Program. The Senior Food & Cash Resources Officer is primarily responsible for ensuring the full implementation of program activities within designated geographical location (region/district). These include adherence to the World Vision Food and Cash guidelines; program & staff management; capacity building and training of project and partner staff; and the building and strengthening of region/district level relationships with local government, donors, communities, and partners as shall be appropriate.

KEY RESPONSIBILITIES:

Leadership:

- Provide leadership and management oversight to the Food and Cash Program in accordance with agreed operational plan, budget and objectives outlined in the proposal.
- Provide effective leadership to all project staff and consolidate a working culture - based upon results based management principals - that consistently achieves and/or surpasses established targets and standards.
- Demonstrates World Vision's core values, vision, mission and Transformational Development/Program integrated ministry model by all staff in the assigned Area.
- Build a team of highly committed and competent staff, ensuring cooperation and coordination among relevant staff within the Program. Mentor, coach and provide opportunities for the professional growth of Project Officers/Managers and all other staff that directly report to this position.

- Ensure that staff understand and follow the WV Safeguarding policy and that awareness raising on child protection, response and incident reporting is occurring.

Program Management (Quality implementation):

- Responsible for overall program technical implementations standards and outputs quality in alignment with WV ministry standards and donor regulations.
- Establish and integrate a functional humanitarian accountability system/structure within the food assistance program to ensure project accountability to communities, donors and other stakeholders.
- Undertake regular reviews of project reports and conduct field visits to project sites to verify adherence to set standards and processes, project reporting is accurate, timely and within agreed formats of donors and World Vision.
- Ensure the timely and effective implementation of an integrated food assistance operation as well as the successful achievement of proposed outcomes and intended impacts.
- Lead the development of project risks management and mitigation plan, and streamline into ongoing operational planning to ensure the attainment of project objectives.
- Ensure the timely and appropriate utilization of budgeted project resource by executing interventions in accordance with established norms and policies; with a keen eye to ensuring the operation achieves acceptable financial and operational audit results.
- Coordinate with program, finance and administration staff to ensure operational systems are in place to support field activities.
- Ensure that day-to-day administrative support for the program is in place.
- Ensure quality of implementation including appropriate structures, internal and external standards, staffing, resources and policies.
- Supervise staff that report directly to this position. Conduct regular coaching and implement the Performance Development Management (PDM) system.
- Ensure high standards of stewardship and accountability for all resources.
- Work with the Food & Cash Program Manager, Grant Finance Manager, Administration and other departments to build a strong internal control environment. Review and approve expenditures and contract according to assigned levels of authority.
- Provide strategic direction and support to project staff under the position.

Capacity Building:

- Impart appropriate mentoring, coaching and supervision in order to equip, motivate and empower the next generation of Food Assistance practitioners within WVCAR through staff development and performance management activities including appraisals, performance agreements, monitoring and needed training.
- Undertake pro-active on the job training and staff development. Train and Mentor project staff on effective project planning and management methodologies.

Reporting:

- Review and Approve all program official reports for both internal and external audiences, including WFP Sub Offices.
- Establish strong systems and oversight that ensure all required project reports use the appropriate templates and that they are accurate and timely submitted.
- Establish and maintain an effective food and cash accounting and reporting system in alignment with World Vision latest technology.
- Ensure an effective and good filing system for project files within the district.

Liaison and Networking:

- Build and maintain effective/cordial working relationship with WFP Head of Sub Office and team within the operational area for smoother program implementation.
- Work at building strong relationships with WVCAR Support sectors (operations, Finance & Administration, SCM & P&C among others), as well as communities, local government, and faith-based groups, civil society in order to adequately represent the organization and maximize the impact of WVCAR efforts in the areas of operation.
- Create an enabling environment for dialogue, information sharing, partnerships and, and cooperation between Community Based Organizations (CBO)s, Government structures and target communities when delivering project interventions.
- Represent World vision in the local coordination forums, liaise with Government officials, other donors, UN-bodies and other partners wherever appropriate, and required within your operational area.
- Effectively represent WVCAR Food & Cash Assistance Team when accompanying visitors, e.g. donor and/or

Government representatives, journalists and other delegations to project sites.

Accountability, Monitoring and Evaluation:

- Track the performance of the project activities and outputs against expected results and adjust implementation processes to ensure the project is progressing towards the intended outcomes.
- Analyse the impact of program and promote learning by documentation of best practices. Use this information to support decision-making processes.
- Must make sure program within your operational area has a well-integrated Accountability Mechanism that is functional and addresses the four HAP pillars.

KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's degree in technical area (Project Management, Development studies) or equivalent experience.
- Strong communication skills, particularly advanced writing skills.
- Ability to build relationships cross-culturally.
- Essential strong English and French in written and oral.
- Strong track record of successful coordination or management of large commodities operations.
- Ability to multi-task.
- Strong workshop facilitation skills.
- Strong networking skills.
- Experience and familiarity with WFP regulations and reporting requirements.
- 3-5 years management experience in the food logistics (warehousing, transportation, distributions) and Cash Transfers.
- Experience in Relief/Emergency Response operations outside home country.
- Minimum of two years food assistance program planning experience at supervisory level.

- Field-based international NGO work experience in Food Assistance program leadership, with a minimum of 3 to 5 years total development and emergency experience.

Preferred:

- Strong design, monitoring and evaluation skills preferred.

Work Environment/Travel:

- The position requires ability and willingness to travel domestically and internationally up to 30% of the time.