

World Vision International

Employment Opportunity

Job Description

Location: Port-au-Prince

Title: Haiti Earthquake Response - WFP Commodities Manager

To manage the WFP supported food assistance program within WV Haiti so as to ensure that the receipt, storage, dispatch, distribution, monitoring, documentation, accounting and reporting of all commodities (food and non-food) entrusted to WV Haiti by the donors are within the standards established by World Vision and the donors.

Provide Technical support to the commodity team in programming of food resources and oversee the staff management. This implies seeking opportunities for new projects, integration with other sectors, etc in addition to writing or ensuring that proposals are well written and are in line with LEAP framework and the country's strategic direction.

- To mobilize and sustain support from the World Vision partnership and donor organizations for the humanitarian operations.
 - Design and provide technical and direct management to the food aid and humanitarian emergency affairs program.
 - Manage and implement the WFP supported School feeding program in more than 500 schools in Port Au Prince and other Departments.
 - Participate in key humanitarian meetings, including networking with other humanitarian partners, donor and UN agencies.
 - Manage the food distribution team including random oversight of end-use monitors, to verify that food and non-food distributions occur according to international standards set by WV and donors.
 - Coordinate with other sectors the food aid program implementation and propose innovative ideas for integrating food as a resource into other sectors.
- Spearhead development and negotiations of major food programs.
- Ensure that all the monthly/quarterly/annual reports to FPMG, WV SOs and Donors are submitted timely and error-free.

Implementation:

- Mainstream international recognized standards, such as sphere, codes of conduct, Emergency Response and disaster mitigation practices..
- Develop and implement comprehensive food and non-food operation plan. Establish and oversee commodity management, accountability and tracking systems/standards in WV Haiti Operation areas.
- Orient new staff members and provide skills training that will include international response standards, Commodity management and other relevant matters.
- Establish and maintain a mechanism for exchange of information and lessons learned.
- Identify appropriate learning opportunities for staff.
- Assist in the development of the disaster preparedness plan.
- To set up effective systems and standards for team development and performance management within the team.
- Monitor shipment of food and non-food including coordinating with administration support for inland transport and ensuring that losses are

reported.

§ Responsible for overall management and coordination of the food aid project according to the agreed time frame, budget and project objective stated in the proposal;

§ Responsible for meeting the contractual agreement stated in the contract (i.e. FLA, Implementation Agreement, MOU, etc.);

§ Facilitate continuous project monitoring activities and periodic review/assessments as required;

§ Provide oversight over project financial procedures, including budgeting, budget tracking, control and reporting;

§ Provide oversight over other project components when applicable i.e. Food For Work, School Feeding, Food For Training, Supplementary feeding, Blanket feeding etc. and include the performance of those components in the project report;

§ Ensure to establish the DM&E system is in place;

- To build the capacity of commodity staff on Commodity Management, budget preparation and budget control management, methodology on site and beneficiary selection on the post distribution and onsite monitoring activities, SPHERE standards and performance appraisals etc.

To establish conducive relationship and effective net working with Donors, WV Area offices, WV Support Offices, Food Programming Management Group and other stake holders.

REQUIRED:

- 5-10 years experience working in Food aid at International level
- Experience in Management , demonstrate leadership , coaching , mentoring and team building skills.
- Good understanding of World Vision, WFP, USAID Food aid standards/systems importantly the WFP booking policy.
- Knowledge of and adherence to Red Cross and NGO Code of conduct and sphere standards
- Excellent English communication skills (both written and spoken)
- Able to demonstrate good relationship/networking with Donors, Government and other stakeholders
- Negotiation skills.
- Project Management.
- Working experience in CAT-III program countries.

PREFERRED:

Education/Credentials