

Job Title:	MONITORING AND EVALUATION / DATA OFFICER
No of Positions	1
Reports to:	Project Coordinator
Duty Station	Bui and Donga Mantung Divisions
Duration	6 months (Renewable)
Type of Contract	Specified Duration
<u>Missions and Responsibilities:</u>	<p><u>Monitoring and Evaluation / Data Officer</u></p> <ul style="list-style-type: none"> • The M&E/Data Officer is responsible for monitoring the food distribution process at every level of the project implementation/program cycle, analyzing data and reporting • Support program staff in the planning, implementation and evaluation of the food distribution process. • Calculate and come out with beneficiary food ration table. • Develop a registration assessment, reporting and monitoring tools using the WFP format. • Inputs and do a data analysis of beneficiaries list and food rations distributed. • Monitor the activities of divisional coordinators, community mobilizers/volunteers and team leaders • Develop and harmonize day, monthly and quarterly food distribution reports and forward to the appropriate channel • Monitor financial documents and budget heads of the project. • Participate in all coordination meetings and report to the immediate supervisor • Pay frequent field visits to monitor the distribution process • Coordinate monthly evaluation to assess staff performance. • Any other tasks that maybe assigned by the Project Coordinator or Director
Competences	<ul style="list-style-type: none"> • Masters or Bachelor degree in Monitoring and Evaluation, Statistics, demographics, Public policy, International development or Economics. • Experience in a humanitarian context, preferably in an emergency context; • Work experience in food distribution of 2 years in a similar position • Experience in working/collaborating with a WFP project would be an added advantage • Managerial experience of at least 2 years at a decision making level for a project. • Experience and ability to design, implement and operate projects • Experience in managing beneficiaries, monitoring and database systems • Ability to develop methodological and training tools • Strong analytical and proposal capacity • Can work effectively under pressure, in a tense environment and with limited means. • Good organizational skills and responsiveness; • Experience in implementing M&E activities of international development and Humanitarian projects • Knowledge in analysis of the functioning of market in rural and urban areas;

	<ul style="list-style-type: none"> • Ability to facilitate and serve as project liaison management; • Strong communication and information skills; • Excellent knowledge of Excel (data and list processing, direct mail, knowledge of basic formulas), Word (Narrative reporting) and Microsoft Outlook • Critical mind • Sense of priorities and responsibilities, strong organizational capacity • Autonomous and sense of teamwork, • Sincere motivation for humanitarian engagement • Sense of diplomacy and negotiation
<p>Languages</p>	<ul style="list-style-type: none"> • Knowledge of pidgin English mandatory • English: working language on the project • Knowledge of local languages would be an added advantage. <p>Send your CV and Cover letter via diswe.kumbo@gmail.com</p> <p>Only CV and Cover letter send through the link mentioned will be received.</p> <p><u>NB:</u> Only Shortlisted candidates will be invited for interview.</p> <p>Please apply no later than 12th July 2022 at 5 PM</p>

RECRUITMENT NOTICE

RECRUITMENT NOTICE	
Job Title:	ACCESS AND SECURITY OFFICER
No of Positions	1
Reports to:	Project Coordinator
Duty Station	Bui and Donga Mantung Divisions
Duration	6 months (Renewable)
Type of Contract	Specified Duration
<u>Missions and Responsibilities</u> :	<p><u>ACCESS AND SECURITY OFFICER</u></p> <p>The Access and Security Officer is responsible for negotiating access for the effective implementation of the project in its areas of intervention.</p> <ul style="list-style-type: none"> • Ensure all authorization documents including Mission Orders are obtained, signed and available on time before any field work • Give security advise to the Project Coordinator and Manager • Brief and debrief drivers on security issues before any field activity • Report all security incidences on time be it from within the office or at the filed level • Train and supervise the activities of other security personnel within the office • Accompany staff to the field • Update staff on security issues • Pay frequent visits to the field for access strengthening. • Organize security trainings for staff • Ensure the office environments are secured for work on daily basis • Ensure all offices are locked after work. • Reports directly to the project coordinator and the manager • Submit weekly activity reports to the project coordinator and manager in copy • Work in accordance with the organizational/donor standards and policies. • Perform any other duties as may be assigned from time to time

Competences	<ul style="list-style-type: none"> • Must be a holder of a degree in social sciences, Law political Science or other related field. • Experience in a humanitarian context, preferably in an emergency context • Must be decent and physically fit • Must possess reporting skill • knowledge of international humanitarian law • Should have the ability to deal uncertainty • Simple and firm in decision making. • Flexibility in diplomacy .is required • Honesty and transparency required • Good writing skills. • Able to work effectively under pressure, in a tense secure environment and with limited means. • Basic training in security and access negotiation is needed. • Strong skills in communication tools and conflict management • Must possess knowledge of how to use surveillance camera and alarms • Sense of priorities and responsibilities, • Strong skills in teamwork project management. • Sense of diplomacy and negotiation
Languages	<ul style="list-style-type: none"> • Knowledge of pidgin English mandatory • English: working language on the project • Knowledge of local languages would be an added advantage <p>Send your CV and Cover letter via diswe.kumbo@gmail.com</p> <p>Only CV and Cover letter send through the link mentioned will be received.</p> <p>NB: Only Shortlisted candidates will be invited for a test</p> <p>Please apply no later than 12th July 2022 at 5 PM</p>

RECRUITMENT NOTICE	
Job Title:	TEAM LEADERS
No of Position	31
Reports to:	Distribution Coordinator
Duty Station	Bui and Donga Mantung Divisions
Duration	6 months
Type of Contract	Specified Duration
<u>Missions and Responsibilities:</u>	The Team lead is responsible for organizing the team under his care and arranging distributions in the various locations under his jurisdiction and provide daily reports in his/her distribution site;

	<ul style="list-style-type: none"> • Coordinate the entire distribution process in His/hers distribution site. • Supervise the activities of the Volunteers and Field Assistants. • Ensure food reach the distribution sites on time and do stock count. • Ensure waybills are recovered from truck drivers and all visibility materials removed from the trucks after off-loading and at the distribution sites after distribution. • Manage and follow up on feedbacks from the field before, during and after distribution and report to the immediate supervisor; • Sensitize and mobilize communities for food distribution; • Manage the distribution site and ensure everything is in order following the organizational and WFP standards for distribution • Distribute food to beneficiaries following the WFP ratio per person • Input and provide daily distribution reports • Enter all beneficiaries information in to a data base; • Work in accordance to the Caritas Mamfe/WFP standards and policies; • Submit weekly activities report to the coordinator • Provide daily reports on stock distributed, balances and losses; • Prepare and print distribution documents • Participates in coordination meetings, devotions and other extracurricular activities within the organization. • Treat beneficiary with respect and dignity • Provide daily reports on stock distributed, balances and losses; ☒ Fill all field documents after distribution. • Any other tasks that maybe assigned by the Project Coordinator or Director
Competences	<p>Bachelor degree or HND in Social Sciences, Management, Rural Development and Logistics.</p> <ul style="list-style-type: none"> • Experience in a humanitarian context , preferably in an emergency context; • Work experience in food distribution for at least a year in a similar position. • Experience working and / or collaborating on a WFP project would be an asset • Managerial experience of at least 2 years at a decision making level for a project. • Ability to work effectively under pressure, in a tense secure environment and with limited means. • Ability to develop methodological and training tools • Strong analytical and proposal capacity ☒ Good organizational skills and responsiveness; ☒ Strong skills in team and project management. • Strong communication and information skills; • Excellent knowledge of Excel (data and list processing, direct mail, knowledge of basic formulas), Word (Narrative reporting) and Microsoft Outlook ☒ Good writing skills. • Autonomous and sense of teamwork, • Sincere motivation for humanitarian engagement • Sense of diplomacy and negotiation
Languages	<ul style="list-style-type: none"> • Knowledge of pidgin English mandatory • English: working language on the project • Knowledge of local languages would be an added advantage <p>Send your CV and Cover letter via diswe.kumbo@gmail.com</p>

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RECRUITMENT NOTICE	
Job Title:	LOGISTICS OFFICER
No of Positions	1
Reports to:	Project Coordinator
Duty Station	Bui and Donga Mantung Divisions
Duration	6 Months
Type of Contract	Specified Duration
<u>Missions and Responsibilities:</u>	<p><u>LOGISTICS OFFICER</u></p> <p>The Logistics Officer is involved in purchase of office/distribution items, logistics aspects of commodities movements and distributing them according to requirements.</p> <ul style="list-style-type: none"> • Actively contribute towards the development of logistics plans and processes of the project and in accordance with WFP standards • Ensure the proper management of stocks in the warehouse. • Prepare and submit transport loading plan to WFP after review by the Project Coordinator and the Director. • In charge of car hire • Ensure commodities are loaded and transported to the field on time. • Participate in the edition and the follow up of all the administrative documents related to the transportation of food • Monitor warehouse facilities, equipment and infrastructures • In connection with the warehouse manager provide personnel and equipment necessary for loading and offloading ☒ Prepare reports and forward to the coordinator. • Ensure visibility materials are provided to truck drivers and recover after off-loading. • Submits daily stocks transportation reports to M&E and a copy to the Project Coordinator. • Provide a general narrative report on stock dispatch from the main warehouses to the FDP. • Submit weekly activity report to the Project Coordinator. • Assist in the distribution if need arises.

	<ul style="list-style-type: none"> • Perform any other duties as may be assigned from time
Competences	<p>Masters or Bachelor degree in Social Sciences, Management, and Rural Development, Transport and Logistics or other related field.</p> <ul style="list-style-type: none"> • Experience in a humanitarian context , preferably in an emergency context; • Work experience in food transportation. • Experience working/collaborating with WFP project would be an added advantage • Managerial experience of at least 2 years at a decision making level for a project. • Ability to negotiate trucks and loading. • Must be able to control visibility and track commodities. • Honesty and transparent • Good writing skills. • Able to work effectively under pressure, in a tense secure environment and with limited means. • Good organizational skills in the management of commodities. • Strong communication and information skills; • Basics in computer and reporting skills. • Sense of priorities and responsibilities, • strong organizational capacity • Strong skills in teamwork project management. • Sincere motivation for humanitarian engagement • Sense of diplomacy and negotiation
Languages	<ul style="list-style-type: none"> • Knowledge of pidgin English mandatory • English: working language on the project • Knowledge of local languages would be an added advantage <p>Send your CV and Cover letter via diswe.kumbo@gmail.com</p> <p>Only CV and Cover letter send through the link mentioned will be received.</p> <p><u>NB: Only Shortlisted candidates will be invited for a test</u></p> <p>Please apply no later than 12th July 2022 at 5 PM</p>