

Project Officer- Food Assistance at World Vision Kenya

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Location: Kenya

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Job Description

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World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Key Responsibilities

Commodity/cash Management

Ensure that all commodities/cash are properly accounted for and bring to the attention of the Project Manager any discrepancies in accounting.

Ensure that distribution plans are prepared and approved in advance to enhance efficient field operations.

Ensure that damaged/unfit commodities are kept separately at the FDPs. Arrange for the disposal of all commodities unfit for human consumption upon receipt of the necessary authorization. Ensure proper documentation of such activity in the proscribed form in case there are damages at the centers.

Ensure that Last Mile Mobile Solution (LMMS) system is implemented, utilized and monitored.

Ensure that commodities/ Cash are received by the targeted beneficiaries. Spot-check FDP stores to ensure they are properly maintained and all equipment functioning properly.

Monitoring, Reporting and Documentation

Ensure the implementation of CFA/FFA activities is in line with the design and serves the needs of the community

Conduct weekly/monthly project monitoring visits and prepare reports

Consolidate monthly plans, ensure implementation and share updates on work progress against the plans.

Ensure all records are maintained as per CBTD, commodity manual and Cash transfer guidelines.

Review distribution center visit reports and align them to the program design

Document the contribution of the projects to child wellbeing outcomes to assess impact and advice programming.

Supervision

Provide overall supervision of field monitors

Engage in identification and recruitment of field monitors

Ensure that field monitors maintain a daily activity schedule

Spot check field monitors to see if they are at food distribution centers/project sites

Ensure that a list of authorized names with signatures for relief committees is compiled.

Monitor and manage performance to field monitors throughout the project cycle

Stakeholder Engagement & Capacity building

Ensure coordinated engagement with the Community, Government authorities, WFP and other stakeholders

Provide updated information to internal & external partners

Participate in identification of training needs and ensure proper training and develop capacity for field monitors.

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