



## ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

### TERMS OF REFERENCE FOR THE POSITION OF DISTRIBUTION TEAM LEADER

**Job Title:** Distribution Team Leader  
**Direct Supervisor:** Reporting to the Programs Support Assistant.  
**Position Type:** Full time  
**Number of positions:** 7 – (Adjumani (4) & Palorinya (3))  
**Location:** Adjumani & Palorinya field office

#### **Job summary:**

Supervising the monthly food and cash distribution process at the FDP to registered and verified persons of concern.

#### **Duties and responsibilities**

- Supervise all General Food Assistance (Food & Cash) Distribution activities to affected population at assigned Final Delivery Point (FDP)
- Overall coordinate general food assistance to only registered and verified beneficiary at FDP with stakeholder – OPM commandant, Food Management Committee/ Refugee Welfare Committee and community contracted casual labor.
- Assist in the planning, sensitization of beneficiaries, implementation and monitoring of the distribution process.
- Supervise all staff conducting the distribution ensuring strict adherence to humanitarian principles and no Sexual Abuse and Exploitation to any beneficiary by staff and other stakeholder staff present at the FDP.
- Ensure adequate protection and assistance of the beneficiaries during the distribution exercise; particularly EVH
- Facilitate the timely resolution of complaints raised at the FDP with responsible partner to ensure entitled beneficiaries receive correct entitlement.
- Account for all food commodities delivered at FDP before, during and after the distribution. Ensure food delivery documents are recorded and signed appropriately.
- Facilitate the identification, designing and implementing of appropriate training needs for distribution staff.
- Prepare and disseminate daily distribution reports.
- Perform other duties assigned.

#### **Minimum qualifications**

##### **Education**

- Bachelor's Degree or diploma in Social Sciences, Development Studies, Business Administration or any other related qualification.

##### **Experience**



## ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

- Three years' experience in the General Food Assistance (Food and Cash Based Transfers) to conflict affected population in refugee settings.

### Core Competencies

- Strong communication skills Verbal and written English. Knowledge of the local language an asset.
- Good report writing skills and computer knowledge.
- Knowledge of commodities & logistics operations, specifically those that relate to Food & Cash distributions, handling, reporting, tracking, monitoring etc.
- Proven planning, team work and managerial skills.

**Application:** Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to [recruitments\\_ug@afodi.org](mailto:recruitments_ug@afodi.org) or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

**Deadline for submission:** Application should be submitted before or by 5:00pm EAT on 24<sup>th</sup> July 2023.

*AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.*

***Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.***

