



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF FOOD & CASH DISTRIBUTION FIELD MONITOR**

**Job Title:** Food & Cash Distribution Field Monitor

**Direct Supervisor:** Reporting to the Programs Support Assistant.

**Position Type:** Full time

**Number of positions:** 6

**Location:** Adjumani & Palorinya field office

#### **Job summary:**

Under the direct supervision of Programme Support Assistant, the incumbent will monitor the General Food Assistance to persons of concern ensuring that only registered and verified beneficiaries receive correct entitlement, conducted Food/Cash Basket and Post Distribution Monitoring to inform on GFA to conflict affected population for all stakeholders.

#### **Duties and responsibilities**

- Monitor the implementation of integrated GFA process at the FDP to ensure the assistance program at the local level is provided to fully registered and verified beneficiaries only.
- Monitor and review the overall commodity movements – integrated food for targeted beneficiaries and cash transfer programmes, the temporary storage at the FDP, process of food commodities and distribution at the site and verify if the amounts received have been properly recorded. Check the quality of the commodity and report any damaged or suspected to be damaged.
- Monitor distribution and management of food and non-food items at the site and provide feedback to Senior Programme Assistance and others on the distribution process.
- Conduct Food Basket, Post Distribution Monitoring and Market prices monitoring, collect data for analysis to inform on the GFA to conflict affected population.
- Compile information on integrated GFA process and submit monthly report to the Emergency Food/Cash Coordinator.
- Collect qualitative information and human-interest stories on integrated GFA from the field for the donors.
- Monitor AFOD Uganda programs designed under 2P plus and ICLEM framework on intended outcomes.
- Support in the elaboration of communication material, by taking pictures and making short videos.



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- Supervise and train other personnel as appropriate;
- Perform other related duties as required.

### **Minimum qualifications**

#### **Education**

- Bachelor Degree in project planning management or public administration, business administration.

#### **Experience**

- At least two years' experience working with a humanitarian organization.
- Experience in monitoring and evaluation of integrated humanitarian programmes.
- Previous experience in monitoring General Food Assistance to person of concern is necessary.
- Experience in monitoring cash and voucher transfers in humanitarian context is highly desirable.

#### **Core Competence**

- Proficiency in English (Oral & Written).
- Computer skills particularly MS Office.
- Sensitivity, diplomacy, tact and ability to remain calm under pressure.
- Ability and willingness to live and work in remote field locations
- Well-developed interpersonal and team working 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 24th July 2023.

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



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

