



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

TERMS OF REFERENCE FOR THE POSITION OF FOOD DISTRIBUTION MANAGER

Job Title: Food Distribution Manager
Direct Supervisor: Program Manager.
Position Type: Full time
Number of positions: 2
Location: Adjumani & Palorinya field office

Job summary:

The food distribution manager is responsible for the implementation, supervision and monitoring of the in-kind food assistance to persons of concern in area of operation in-line with general food assistance guidelines and WFP Uganda Refugee Transition Model. He/she is responsible for coordination with OPM, UNHCR and the donor to ensure timely assistance and program integration with other food security nutrition and livelihood programs in area of operation.

Duties & responsibilities

- Coordinate timely operation of all integrated in-kind general food assistance commodity distribution processes with stakeholders – OPM, WFP, UNHCR, Local Government Leadership and service provider (EDP Management & Secondary Transporter) to verified and registered beneficiaries.
- Closely coordinate with M&E Unit to ensure that relevant output and outcome indicators for integrated GFA interventions are systematically being collected and analyzed in a manner that will help the CO determine efficiency and effectiveness of food delivery.
- Supervise AFOD Uganda Food Distribution team members and contracted community casual staff and provide support to ensure timely provision of assistance to affected population.
- Conduct regular community sensitization with affected population Food Management Committee and Refugee Welfare on integrated general food assistance with other programs.
- Ensure integration of AFOD Programs in area of operation with other programs using the 2P plus and ICLEM framework.
- Periodically review GFA responses in accordance with the AFOD ICLEM model and WFP policy and WFP Uganda GFA guidelines for affected population.
- Prepare and submit activity, daily, weekly, monthly and quarterly reports to Head of Field Office.
- In collaboration with Program manager and Head of Area office and Senior program Advisors, support transition to resilience in line with resilience building framework.
- Perform other assigned duties by supervisor.

Minimum qualifications

Education



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Bachelors' degree in any discipline related to food security and livelihood. Post graduate qualification in project planning and management or Monitoring and Evaluation will be added advantage. Experiences in managing food security & livelihoods.

Experience

- Experience in management of large-scale food distributions in a complex humanitarian environment with an international or multinational organization.
- Experience in monitoring and evaluation of integrated humanitarian programmes.
- Demonstrated experience of integrated gender and diversity issues into humanitarian programmed including accountability for Affected Population.
- Previous management experience is necessary.

Core Competencies

- Proficiency in English (Oral & Written).
- Project planning, management and advocacy training highly desirable.
- Computer skills particularly MS Office.

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 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.

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



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