



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

TERMS OF REFERENCE FOR THE POSITION OF PROGRAM SUPPORT ASSISTANT

Job Title: Program Support Assistant
Direct Supervisor: Reporting to the Food/Cash Distribution Manager.
Position Type: Full time
Number of positions: 5
Location: Adjumani & Palorinya field office

Job summary:

Under the direct supervision of the Food/Cash Distribution Manager, the Program Support Assistant will supervise and coordinate the timely delivery of food and cash to beneficiaries in line with general food assistance guideline set by OPM/WFP/UNHCR.

Duties & responsibilities

- Perform specialized and/or standardized processes and activities related to food and cash assistance programme for targeted beneficiaries.
- Provide the food/cash programme project management and/or general office support following established targets and donor policies and procedures.
- 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.
- Within the specific area of responsibility, compile data and support analysis and preparation of reports (e.g. food assistance needs, resource utilization, programme status, performance) in order to support operational decision-making.
- Closely coordinate with M&E Unit to ensure that relevant output and outcome indicators for integrated GFA interventions are systematically being collected and analysed in a manner that will help the country office determine efficiency and effectiveness of food delivery.
- Supervise AFOD Uganda food/cash Distribution team members and contracted community casual staff and provide support to ensure timely provision of assistance to affected population.
- Work and exchange information with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
- Support communication and activities with local partners, agencies, NGOs and government institutions.
- Act as a point of contact for resolution of general operational queries requesting assistance where necessary.
- Ensure integration of AFOD Programs in area of operation with other programs using the 2P plus and ICLEM framework.



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- 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.
- Perform other assigned duties by supervisor.

Minimum qualifications & experience required.

Education

- Must hold a diploma in any discipline related to food security and livelihood. A degree in a related field is an added advantage.

Experience

- Experience in management of large-scale food distributions to persons of concern.

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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