

JOB VACANCY
TEAM LEADER DISTRIBUTION (M/W)
Based in KALAR
Job Reference Number: ACF/KRI/KA/FSL/002

Action Contre la Faim –ACF International is a global humanitarian organisation committed to ending world hunger and recognized as a leader in the fight against malnutrition. Founded in 1979, ACF delivers programmes, in over 40 countries while committed to respect humanitarian principles as a non-governmental, non-political, non-religious and, non-profit organisation. Our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflict. ACF intervenes in four main areas: Nutrition, Mental Health & Care Practices; Water, Sanitation & Hygiene; Food Security and Livelihoods; Advocacy and Raising Awareness. **ACF is looking for a TEAM LEADER DISTRIBUTION.**

Work place: Based in KALAR + on exceptional request, in geographical area(s) covered by ACF in KRI

Type of contract: Fixed-Term Contract of 6 months, from the 01 October 2016 until the 31 March 2017 (with the possibility of extension)

Working Hours: Full time contract of minimum 40 hours a week up to a maximum of 48 hours a week (8 hours a day for 5 days a week and on Saturdays when needed and/or requested)

Monthly Gross Salary: from 1,910,698 IQD to 2,008,733 IQD depending on experience

Benefits: Monthly Transport Allowance + End of Year Bonus + Monthly Medical Allowance (when probation period passed and confirmed on the position)

Main Assignment:

Organize and supervise the cash distribution and establishment/communication with local committees

Main activities:

Assignment / Objective 1 : Prepare and keep the lists of beneficiaries up to date :

Activities :

- Meet the local partners, keep them informed about the programme;
- Inform the beneficiaries of the registration procedure;
- Input and up-date beneficiary data;
- Prepare lists and distribution cards.

Assignment / Objective 2 : Prepare and conduct the distribution :

Activities :

- Collect information on security in the area;
- Organize and supervise the distribution;
- Intervene in case of dispute;
- Write distribution reports;
- Suggest possible improvements.

Objective 3 : Supervise the distribution team :

Activities :

- Plan the work of the team ;
- Train and supervise the team members;
- Provide the team with technical support.

Objective 4 : Supervise data collection :

Activities :

- *Participate in the design of surveys tools(questionnaires) ;*
- *Participate in survey planning (areas, sampling) ;*
- *Provide the team with technical support.*

Objective 5 : Supervise community mobilization :

Activities :

- *Participate in preliminary meetings with community leaders;*
- *Plan the establishment of local committees;*
- *Organize/supervise committees meetings;*
- *Report any difficulties faced by the team regarding communication with committees/communities, propose improvements.*

Recruitment criteria:

Qualification/Degree:	Lower High School Leaving Certificate and professional experience
Professional Experience:	Experience in team management
Technical Skills:	Knowledge of arithmetic - Good knowledge of the intervention area - Basic computer knowledge
General Skills Managerial Skills (if applicable)	Team management and planning of activities - Good organizational capacity - Good human relationships - Sense of authority
Language Skills	Kurdish mandatory and Arabic English : Good level.

HOW TO APPLY: **Closing Date: 10/09/2016**

Qualified candidates must submit a **Presentation Letter and a Resume including 2 professional references in Kurdish or English + a Copy of any certification of relevant and a copy of national ID or Kurdish Residency Card** to: recruitment-su@iq.missions-acf.org, please indicated the job reference number **ACF/KRI/KA/FSL/002**, in the e-mail subject line.

You can also find the Job Vacancy on FORAS' website and apply directly through FORAS' website at:

<http://jobs.foras-iq.ta3mal.com/>

Applicants can also submit their application to the reception of ACF Office in Kalar, Dreamland, villa 24 , **in a sealed envelope specifying the job offer title and reference number (the Office is closed on Fridays and Saturday).**

Due to the volume of applications we receive, we will only contact short-listed candidates for further screening. For more information please visit our website: <http://www.actioncontrelafaim.org/en>