

**JOB VACANCY**  
**DISTRIBUTION TECHNICIAN (M/W)**  
**Based in KALAR**  
**Job Reference Number: ACF/KRI/KA/FSL/003**

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 DISTRIBUTION TECHNICIAN.**

**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 1,588,195 IQD to 1,670,105 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:**

Distribution of cash for the program & Collect data on food security

**Main activities:**

**Assignment / Objective 1: Distribute cash assistance**

*Responsible for the following activities:*

- Ensure that the distribution is being done on time and in an organized way;
- Ensure that each beneficiaries is receiving proper amount;
- Ensure that the security conditions are appropriate;
- Identify the beneficiaries
- Control the crowd
- Prepare the material needed for distribution ( in advance);
- Intervene in case of dispute;
- Record complaints (inclusion/exclusion) in an appropriate template. Propose improvement for the template if necessary;
- Write an activity report: Account for all the distribution;
- Make recommendations for improving the project according to activity results;
- Communicate with TL any concerns relating to the security of staff and beneficiaries
- Propose new directions for future activities;
- Distribution of tokens to the beneficiaries.

**Assignment / Objective 2: Beneficiary management:**
Responsible for the following activities:

- Explain the project's activities and objectives to the beneficiaries and the population;
- Act as a link between the Organization and the beneficiaries.
- Verify and check that the beneficiaries' lists are in link with the criteria decided before (Vulnerable people). They need to inform the PM if some people are not included on these lists and are vulnerable;
- Collect data and interviews for PDM's.

**Assignment /Objective 3 : Collect information and data on food security:**
Responsible for the following activities:

- Participate actively in initial training sessions, pilot surveys and debriefing ;
  - Participate in household surveys;
  - Ensure coherence of collected information ;
  - Report any problems and constraints ;
- Propose possible improvements.

**Recruitment criteria:**

<b>Required Qualification/Degree/Level of Studies</b>	Lower High School Leaving Certificate or equivalent or professional experience.
<b>Required Professional Experience</b>	Experience in Food Security distribution would be an asset
<b>Required Technical Skills</b>	NA
<b>Required General Skills Managerial Skills (if applicable)</b>	Capacity to communicate with people- Good team spirit- Good knowledge of the area and local customs- Autonomy
<b>Required Language Skills</b>	<ul style="list-style-type: none"> <li>- Kurdish and Arabic mandatory</li> <li>- English: Good level</li> </ul>
<b>Other Requirements</b>	NA

**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](mailto:recruitment-su@iq.missions-acf.org), please indicated the job reference number **ACF/KRI/KA/FSL/003**, 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>