



Job title	Distribution team leader
Department /Field of experience	Department of social works and human services
Role type	National
Travel involved	In-country
Duty post	Mamfe
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

The distribution team leader will supervise all general food assistance distribution activities effectively to affected population at assigned final delivery point (FDP) and overall coordination of general food assistance and efficient distribution for registered and verified beneficiaries.

Responsibilities

- Assist in the planning and sensitization of beneficiaries, implementation, and monitoring of the distribution process.
- Ensure adequate protection and assistance of the beneficiaries during the distribution exercise.
- Facilitate the timely resolution of complaints raised at the final delivery point (FDP) and to ensure entitled beneficiaries receive correct entitlement.
- With the help of food and cash monitor, account for all food commodities delivered at the FDP before, during and after distribution. Ensure that food delivery documents are recorded and signed appropriately.
- Assist food and cash monitor coordinating general food assistance to only registered and verified beneficiary at FDP with stakeholders- food management committee.
- Conduct food basket, post distribution monitoring, onsite distribution and market prices monitoring and collect data for analysis.
- Prepare and disseminate daily distribution reports.

Qualifications/Competence

- a.) Preferably a bachelor's degree in social sciences, development studies, business administration and other related studies.
- b.) At least 2 years working experience in the general food assistance to conflict affected population.
- c.) Strong interpersonal and communication skills.
- d.) Good report writing and computer knowledge.
- e.) Knowledge of commodities and logistics operations, specifically those related to cash/food distribution, handling, reporting, tracking etc.
- f.) Proven in planning, teamwork, leadership skills and ability to work under pressure.
- g.) Ability and willingness to work in remote field locations, demonstrate flexibility, consistency, and sound work ethics.
- h.) Fluent in English and the local pidgin language.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for**. **Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days** after the deadline, consider your application unsuccessful.