



## Role profile

Basic information	
Job title	Distribution assistant
Department	International
Location	Mafa x 1
Reports to (Job Title)	Programme officer - Nutrition
Matrix manager if applicable	
Direct reports	NA
Overall people management responsibility	N/A
Matrix management responsibility	
Budgetary responsibility	
Child protection clearance required	Not required
Expected travel per annum	No travel
On call/unsocial hours	No

Role definition
<p><b>Role purpose</b></p> <p>To support Christian Aid's development, implementation and monitoring of WFP Nutrition project. The Distribution assistants will be vital in implementing BSFP, active cases findings and the implementation of the Strategic Behavioural Change Communication (SBCC) component of the project. There is the need to have people who are dedicated in ensuring that the Nutrition component is implemented with the quality required and consistent with Christian Aid policies and guidelines. The Distribution assistants will be based in Mafa, supporting the implementation of Nutrition activities.</p>
<p><b>Role context</b></p> <p>The Distribution assistants will be based in Mafa, Borno State and will report to the Programme officer – Nutrition, while working in close coordination with the programme assistant – Nutrition. He/she will actively participate in distribution of BSFP commodities and coordinate all other aspects relating to distributions.</p>
<p><b>Key outcomes</b></p> <ul style="list-style-type: none"> <li>• Work in close coordination with the programme assistant – Nutrition to arrange, organize and attend distributions and provide prepare post – distribution reports and in the preparation of the monthly/weekly work plan schedules.</li> <li>• Work with the programme assistant – Nutrition to organize and arrange distributions according to SOP defined by WFP and CAID.</li> </ul>

- Directly facilitate the distribution of commodities to eligible beneficiaries by strictly following verification process and methodology and standards defined by the donor and CAID.
- Coordinate crowd control, verification of beneficiaries and receipt of entitled commodities by the beneficiaries in exact amount as entitled in methodology.
- To collect all data needed for reporting after distributions.
- Submit accurate and detailed reports on distributions and assistance provided to beneficiaries during distributions.
- Ensure that all commodities entrusted to CAID arriving at food distribution point are properly accounted for. Commodities must carefully be counted during off-loading at distribution site.
- Take active role in the registration and verification of beneficiaries to ensure that the process is fair and organize and supervise food/supplement distributions in the field and FDPs.
- Ensure that the food distribution point is properly organized and secured with ropes and crowd control measures put in place to ensure smooth distribution and flow of beneficiaries.
- Responsible to ensure that all necessary distribution equipment's are available at the distributions point, including forms, ropes, banners, plastic sheets, measuring devices etc.
- Supervise loading of food that is left over after distributions. Ensure that a waybill is prepared for food to be returned to the warehouse.
- Ensure proper completion and safe return of all tally documents and beneficiary lists to the office for safe storage.
- Ensure proper accounting of all quantities of commodities received and distributed at each distribution point.

Role requirements	
Relationships	
<b>External</b>	Assist in supporting the programme officer – Nutrition to coordinate with WFP and the Nutrition cluster at the filed level (LGA).
<b>Internal</b>	Works closely with the programme assistant – Nutrition in supporting the programme officer – Nutrition, the wider project team, Nigeria country team and humanitarian colleagues.
<b>Decision making</b>  Make decisions to manage team effectively, from recruitment of volunteers and program staff to day to day management of team members. Also providing technical input and overall leadership to the nutrition team. Day to day decision making to ensure partner portfolio projects are running effectively and higher levels decisions on supporting the projects informed by Christian Aid's strategy and strategic focus areas. Makes decisions around project proposals, ensuring they are prepared and comply with reporting requirements. Make policy decisions that support standing and emergency issues. Contribute to shaping and implementing nutrition programme and making sound decisions to support this.	
<b>Analytical skills</b>  Works on complex specialist/ technical issues. Problems and issues, risks and benefits may have implications across several departments.  Required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.	

## Developing self and others

Has direct responsibility for developing, coaching and motivating a team of volunteers and community nutrition mobilizers. Focus will be on advising and guiding the programme officer – Nutrition on distribution activities.

## Person specification

### Applied skills/knowledge and expertise

#### Essential

- Have a minimum of Secondary school certificate (SSCE) and experience in humanitarian contexts (conflict/insecure contexts) as well as CMAM, IYCF and community mobilization.
- Be professional, have good organizational capacity, good human relationships, self-motivated, open, creative, proactive, responsible, flexible and culturally sensitive.
- Have a minimum of 1-year work experience in Nutrition, SBCC approach and IYCF.
- Have excellent knowledge of Microsoft Office Skills (Word, Excel, Power Point, Outlook).
- Experience in facilitating discussions and meetings, coordination and supervision of a team.
- Experience in preparing monthly work plans and plan appropriately for tasks assigned.
- Experience in writing reports and collecting relevant information from surveys, community, health facilities and meetings.
- Be willing and able to be based and travel within remote areas, where services are limited.
- Must a female and be proficient in local languages (Kanuri, Shuwa, Hausa).
- Be committed to Christian Aid mission, values and policy.

#### Desirable

- Familiarity with Nutrition & FSL context in North eastern Nigeria.
- Fluency in beneficiaries' local languages.

### IT competency required

Intermediate

## Competency profile

### LEVEL 2:

You are expected to be able to:

#### Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views even if you initially disagree with them.
- Maintain on-going relationships with individuals and contacts through networks, based on mutual rapport and respect.

#### Communicate effectively

- Make complex things simple for the benefit of others.
- Actively listen and question to check your understanding and draw out others when they are not expressing themselves clearly or seem to be holding back.
- Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behaviour, adapting your style and approach to fit.
- Address difficult issues when they arise, being honest and open.

#### Steward resources

- Implement ways to reduce the inefficient use of resources or pass the ideas on to someone

<p>who can make them happen.</p> <ul style="list-style-type: none"> <li>• Estimate the resources needed to achieve your own work plans or objectives and to deliver them in the most efficient and cost-effective way.</li> <li>• Set and communicate realistic timelines for achieving tasks, working out how best to adapt as priorities change or unforeseen circumstances arise.</li> </ul> <p><b>Deliver results</b></p> <ul style="list-style-type: none"> <li>• Prioritise, plan and monitor own work to meet own and team deliverables to agreed performance or quality standards.</li> <li>• Acknowledge others' priorities whilst being prepared to say "no" if there are genuine reasons why their needs cannot be met.</li> <li>• Use logical processes and relevant tools and techniques to report on information or analyse options.</li> <li>• Make timely and considered recommendations or decisions based on analysis of available data, information and evidence.</li> </ul> <p><b>Realise potential</b></p> <ul style="list-style-type: none"> <li>• Evaluate your own work and actively address gaps in knowledge and skills, without prompting.</li> <li>• Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others.</li> <li>• Share your knowledge where it will help others to be more effective.</li> <li>• Provide instruction, constructive feedback and guidance to others to help them learn.</li> </ul> <p><b>Strive for improvement</b></p> <ul style="list-style-type: none"> <li>• Constructively challenge existing practice.</li> <li>• Seek better ways of doing things, considering the possible implications.</li> <li>• Make positive suggestions on a way forward when faced with challenges even if these falls outside own scope of work.</li> <li>• Look inside and outside Christian Aid for new ideas and evaluate them for own work</li> </ul>	
<b>DATE CREATED</b> (dd/MM/yyyy)	29/09/2022

Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.