



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):

- 1. Food Monitor – 02 positions, based in Grand Bassa County with frequent travel to assigned schools**
- 2. Food Monitor – 01 position, based in River Cess County with frequent travel to assigned schools**

Please find below the full position description for this position.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercycorps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located at “Sophie, Tubman Boulevard, Opposite SOS Medical Center, Monrovia”. Label the left corner of the envelop with the title of the position for which you are applying.

Last date for the submission of CV’s is January 4th, 2019 by 05:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

FOOD MONITOR

Position Description

Locations: Buchanan, Grand Bassa County with regular field visit to project schools and communities
Cestos City, River Cess County with regular field visit to project schools and communities

Position Status: Full-time, Regular

Salary Level 04

Current Team Member: None

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been working in Liberia since 2002.

Program / Department Summary

Save the Children (Prime) and Mercy Corps (sub-grantee) are implementing the Liberia Empowerment through Attendance, Reading, and Nutrition (LEARN) program. This is a five- year program, funded by the United States Department for Agriculture's (USDA) Food for Education (FFE) program. The goals of this program are to increase the literacy of school age children and increase the use of health and dietary practices. LEARN program will be implemented by Save the Children in Grand Gedeh and River Gee counties while Mercy Corps will implement the program in Grand Bassa and River Cess counties.

General Position Summary

Mercy Corps is looking for creative individuals for the Liberia Empowerment through Attendance, Reading, and Nutrition (LEARN) Program who have the experience and competencies to work as Food Monitors. The Food Monitors support the LEARN Program by overseeing and documenting appropriate implementation of food supply chain operations and monitoring the distribution of commodities to schools. They will independently monitor transporters and warehouse staff as food moves along the supply chain. They will also monitor the program and distribution teams as they conduct community sensitization, student registration, and deliver wet and/or dry food rations to targeted students in a timely, orderly manner according to accepted commodity management best-practices.

Essential Job Responsibilities

STRATEGY & VISION

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to countrywide strategy development.

PROGRAM MANAGEMENT

- Using a prepared *Logistics Monitoring Form*, observe, document and report on the loading, off-loading, transporting, storing, and distribution of commodities to ensure adherence to policies and donor regulations.
- Monitor the work of porters/laborers handling commodities and ensure that they are handling commodities carefully in order to minimize loss during loading/off-loading at warehouse and end destination/delivery points.
- Gather information, that can be used to reconstruct timelines, of damages to commodities that occurred while under transporter control.
- Using the provided *Warehouse Monitoring Form*, observe, document, and report on the cleanliness and maintenance conditions of warehouses holding LEARN Program commodities. This includes conducting inspection to determine if the warehouses are being kept in functional order (no leaking roofs, damaged walls, windows, and/or doors, etc.) and if all necessary equipment as per donor regulations are in place.
- Monitor to know whether all safety and security protocols are being followed, whether warehouse keys are kept properly, and whether necessary equipment such scales, torches, pallets, cleaning materials and rodent control materials are in place.
- Conduct routine checks to see whether commodity stock matches with records (stock register); also conduct regular physical count of the warehouse.
- Using the prepared *School Feeding Monitoring Form*, observe and report on appropriate food preparation and distribution methodologies, in schools eligible, to legitimate recipients/beneficiaries according to the approved school feeding plan and as per agreed ration sizes approved by the donor.
- Timely monitor school cooks, and timely monitor during lunchtime distributions to students and school staff in order to ensure that all actions adhere to policies and donor regulations and to minimize the risk of damage, loss, theft and/or misuse of commodity.
- Monitor all schools in order to ensure the availability of equipment and materials such as cooking utensils, scales, tarpaulins, and pallets.
- Monitor to ensure that all school cooks adhere to the appropriate cooking methods and recipes.
- Using the provided *Post-Distribution Monitoring Form*, randomly monitor a statistically relevant sample of beneficiaries after they have received commodities within 14 working days, at or around the distribution point, and at their homes using established survey methods; properly document the results from these interviews and immediately report directly to the MEAL Manager if there are irregularities identified.
- Assist LEARN Program management in preparing monthly commodity distribution and delivery plans by providing critical feedback on schedules in coordination with distribution field agents/commodity distributors, health program personnel, etc.
- Compile all Monitoring Forms (Logistics, Warehouse, School Feeding, and PDM) and ensure that these are submitted in a timely manner to the MEAL Assistant.
- Support the MEAL Team in documenting any complaints or feedback received as a part of monitoring duties and ensure that this is followed up in a timely manner.
- Ensure that program implementation is responsive to communities and partners and consistent with Mercy Corps' relevant program guidelines, principles, values, quality standards and strategic plan.

- Ensure all interventions adhere to Mercy Corps' Gender Policy, Do No Harm principles, and beneficiary accountability standards.
- Prepare and submit Program report as per program/supervisor requirement

TEAM MANAGEMENT

- Assist team members with information, tools and resources to improve performance & reach objectives.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.

FINANCE & COMPLIANCE MANAGEMENT

- Ensure compliance with donor and Mercy Corps regulations related to financial transactions and programming.

INFLUENCE & REPRESENTATION

- Identify, build and manage collaborative partnerships with consortium partner, Program contractors, donors, local governments and other stakeholders of the LEARN Program.
- Communicate effectively to ensure overall program targets and donor obligations are met.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Assist in ensuring that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility

None

Accountability

Reports Directly To: Lead Mobilizer (Grand Bassa County-for those in Grand Bassa)
Lead Mobilizer (River Cess County –for those in River Cess)

Works Directly With: ESHN Mobilizers, MEAL Assistants, PTAs, FMCs, Partner Staff (LEARN Education Advisor, SHN Advisors, and others), Admin/Finance Officer, and Logistics Officer

Knowledge and Experience

- Bachelor's degree in Social Sciences, Rural Development, International Development, Social Work or a related field.
- Minimum of 2 years' experience doing food monitoring with a reputable organization
- Previous experience with USDA, USAID, or other commodity based feeding program
- Basic understanding of monitoring and its best practices
- Ability to collect, compile, and analyze data documenting key programmatic details especially as it relates to commodity quantities, storage methodologies and number of beneficiaries
- Proficiency in Word and Excel
- Written and verbal fluency in English
- Highly developed interpersonal and communication skills
- Understanding of basic anti-fraud practices
- Previous work experience with school feeding program is an added advantage

Success Factors

To succeed, Food Monitors should be honest, encourage openness and transparency among staff and stakeholders, be approachable, pay attention to details, be a team player, be willing to travel to field and remote areas, have good time management skills, and be able to multi-task and set priorities.

Signatures

Team Member

Date

Supervisor

Date