



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202516

#### INC Helper

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

#### GENERAL ASSIGNMENT:

Distribution of the food products to the beneficiaries at ACF integrated nutrition centres

#### TASKS & RESPONSIBILITIES

##### Objective 1: Facilitate Food Distribution

- Check the quality and condition of food products before distribution.
- Distribute food products in the required quantities as per guidelines.
- Record the ration received on each beneficiary's individual card.
- Collect and properly dispose of empty sachets of food from beneficiaries.
- Label each sachet with the corresponding beneficiary number.
- Assist the TFP agent in beneficiary registration.

##### Objective 2: Manage Food Supplies and Stock Flow

- Ensure food products are stored properly and remain in good condition.
- Maintain accurate records in the supply register and verify stock balance.
- Assist the TFP agent in drafting the food consumption report.

##### Objective 3: Ensure Hygiene and Cleanliness:

- Maintain cleanliness in the distribution area and food storage
- Ensure good hygiene practices are followed during the appetite test.
- Dispose of waste and packaging properly to maintain a clean environment.
- Ensure availability of clean water and soap

##### Objective 4: Support Beneficiary Screening and Triage

- Manage beneficiary flow and ensure crowd control during activities.
- Assist the TFP agent in measuring beneficiaries' weight and height and MUAC measurements.



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- Provide basic guidance to beneficiaries on the screening process.
- Help maintain order in waiting areas

#### Other:

- Assist other tasks to Program Manager on requested basis.

#### Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

#### DEGREE AND SKILLS REQUIRED

- High school level
- Ability to calculate and measure quantities with precision.
- Ability to follow written instructions.
- Knowledge on Nutrition treatment protocols
- Knowledge of local languages is an advantage

#### HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer

To:

ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward "North Sanpya", Sittwe State.

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

**\*\*\* Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. \*\*\***

#### CLOSING OF APPLICATION: 20<sup>th</sup> March 2025, Thursday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Applications will be reviewed on a rolling basis.